



Business Banking to New UI User Guide

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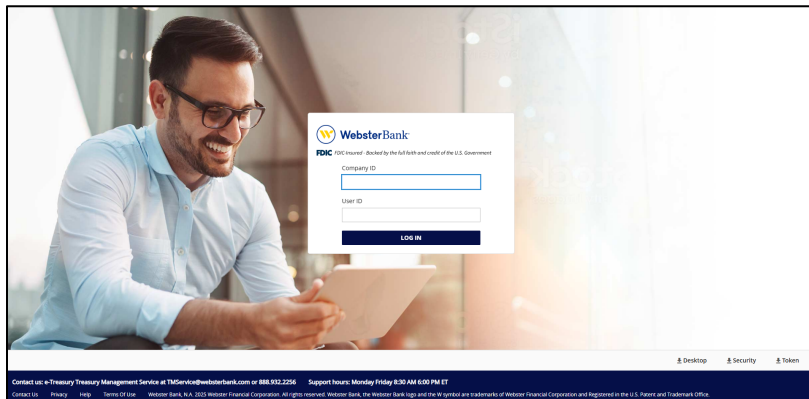
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Login

First Time Login

1. Go to URL: <https://snb.olbanking.com/corporate/auth/login>



2. Enter Company ID and User ID.
Note: The Company ID and User ID will be provided by the bank or your company Administrator.
3. Log into your mobile device and download the Webster Bank – Webster SNB e-Treasury Token App.
4. Open the app and enter your **Activation Key** and complete the setup instructions.
Note the Activation Key can be provided by your system Administrator from the User Profile page.
5. Open the app, enter your PIN and a one-time passcode will be displayed. Enter the one-time passcode into the field.

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Is this your image and phrase?



Puppy

Only enter your password if the image and phrase match the ones you choose.

One Time Passcode

Forgot Password? Cancel **Login**

6. Select **Login**.

7. The user will be prompted to select an image and create a phrase that they will easily recognize at login.

Set Up Profile

☒ OOB ☒ Password ☒ Verification

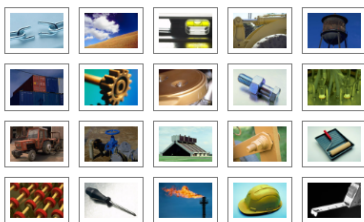
Login Verification

Select a phrase and image that you will remember at next login.

Enter A Phrase *

Select Category

Agriculture and Industry



8. Enter a **Phrase**.
9. Select an image. Use the drop-down menu under **Select Category** for additional images.
10. Select **Save** in the bottom right-hand corner.

Existing User Login

1. Go to URL: <https://snb.olbanking.com/onlineMessenger>.

Old:



WebsterBank
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Welcome to e-Treasury Business Banking

■ = Required Field

Company ID

■

This value is case sensitive.

User ID

■

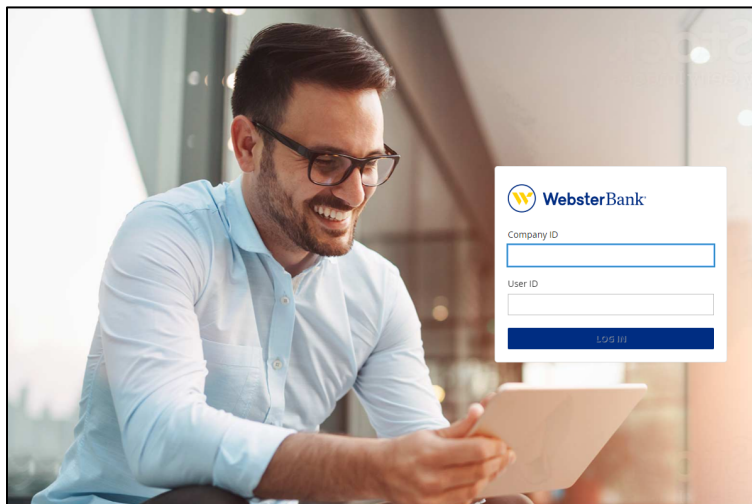
This value is case sensitive.

Login Help >

Webster e-Treasury Secure Browser >
Terms and Conditions >
Privacy Policy >
Contact Us >

Login

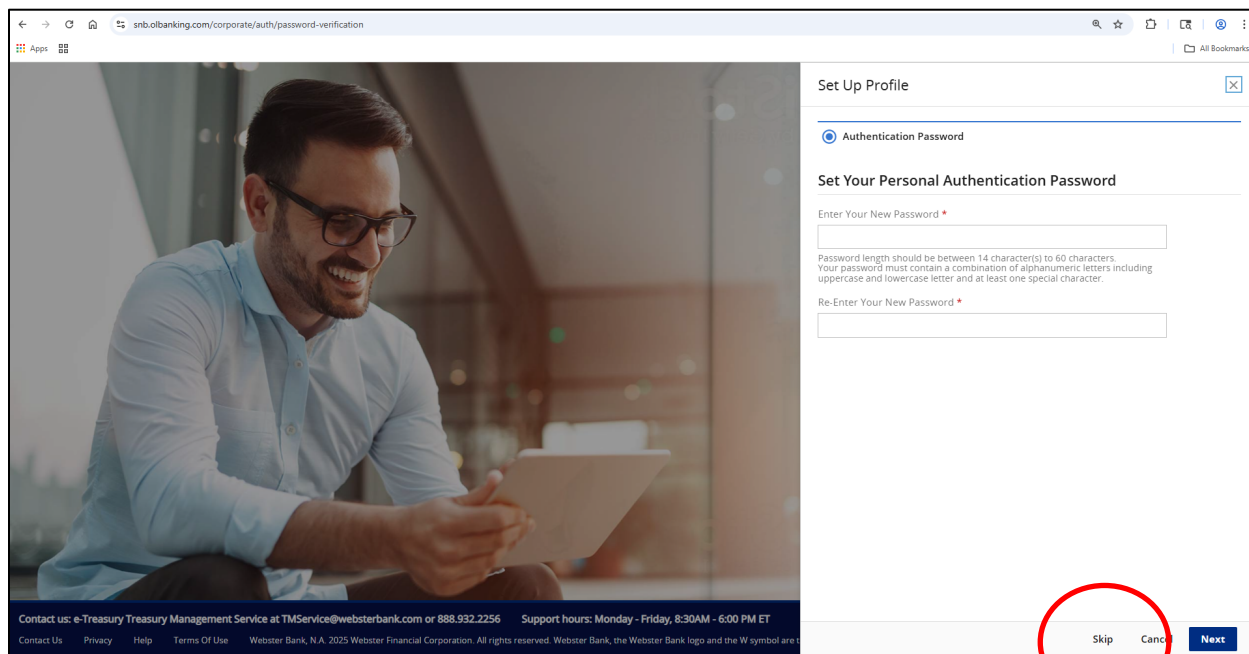
New:



2. Enter Company ID and User ID.
3. Enter your existing Business Banking login credentials.
4. Select **Login**.

5. A screen may be displayed asking for you to **Set Your Personal Authentication Password**. **Do not** enter any information on this screen. Select **Skip** at the bottom of the page.

This page will only display the first time you are logging into the New UI.



Set Up Profile

Authentication Password

Set Your Personal Authentication Password

Enter Your New Password *

Re-Enter Your New Password *

Password length should be between 14 character(s) to 60 characters.
Your password must contain a combination of alphanumeric letters including
uppercase and lowercase letter and at least one special character.

Contact us: e-Treasury Treasury Management Service at TMSservice@websterbank.com or 888.932.2256 Support hours: Monday - Friday, 8:30AM - 6:00 PM ET

Contact Us Privacy Help Terms Of Use Webster Bank, N.A. 2025 Webster Financial Corporation. All rights reserved. Webster Bank, the Webster Bank logo and the W symbol are trademarks of Webster Bank, N.A.

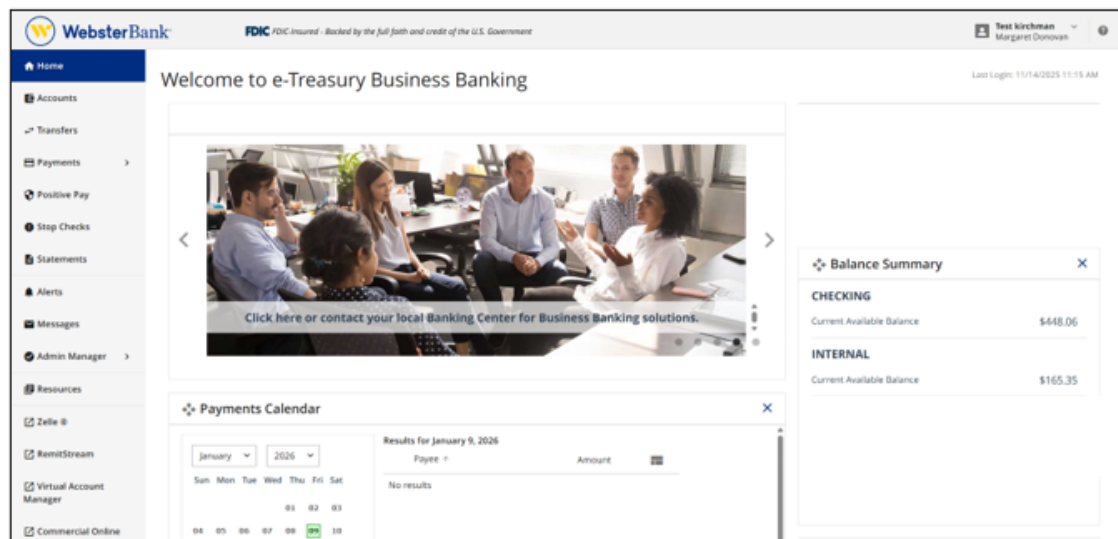
Skip Cancel Next

Dashboard

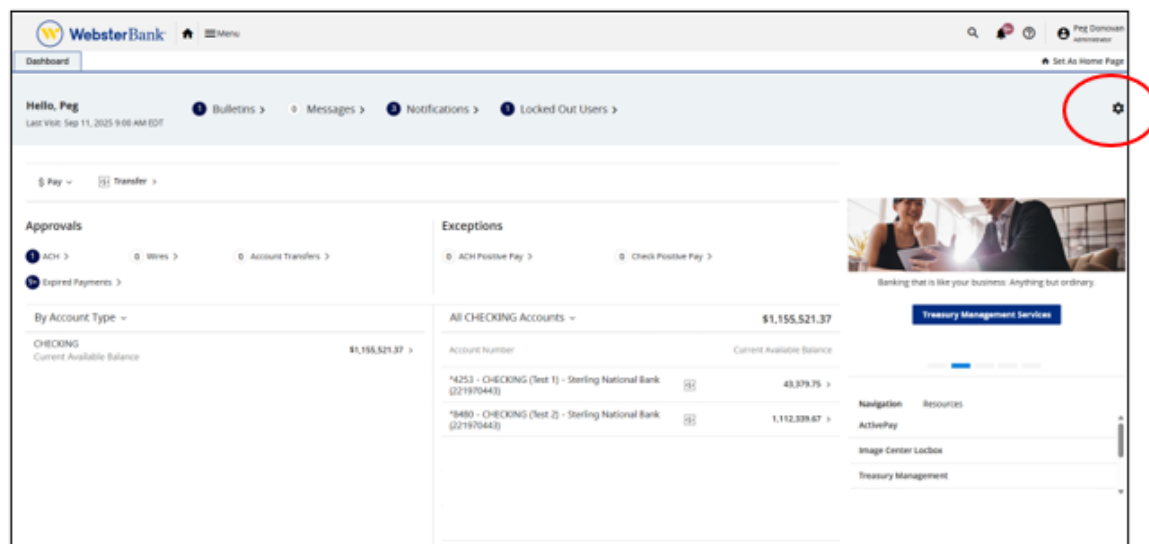
The **Dashboard** will display **Accounts, Account Groups, Bulletins, Messages, Notifications, Approval alerts, and Exception alerts.**

The widgets can be moved into a different order by selecting the gear icon on the far right-hand side of the page.

Old:



New:

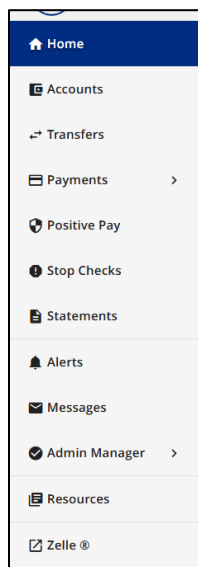


By selecting options from the main menu heading, the user can receive more details on:

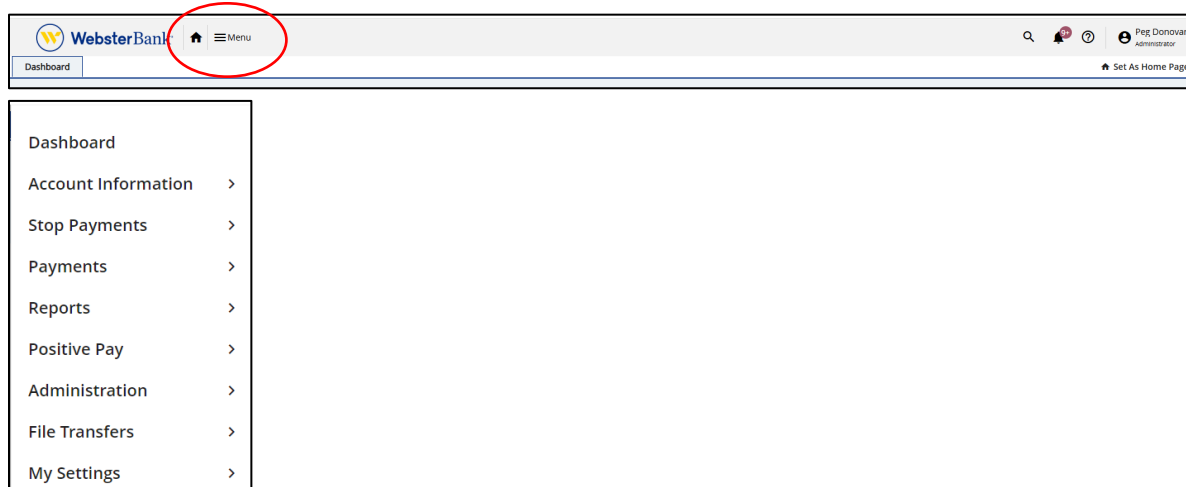
- Bulletins
- Messages
- Notifications
- Locked Out User

The user may also use the **Menu** icon at the top of the screen to navigate to other features.

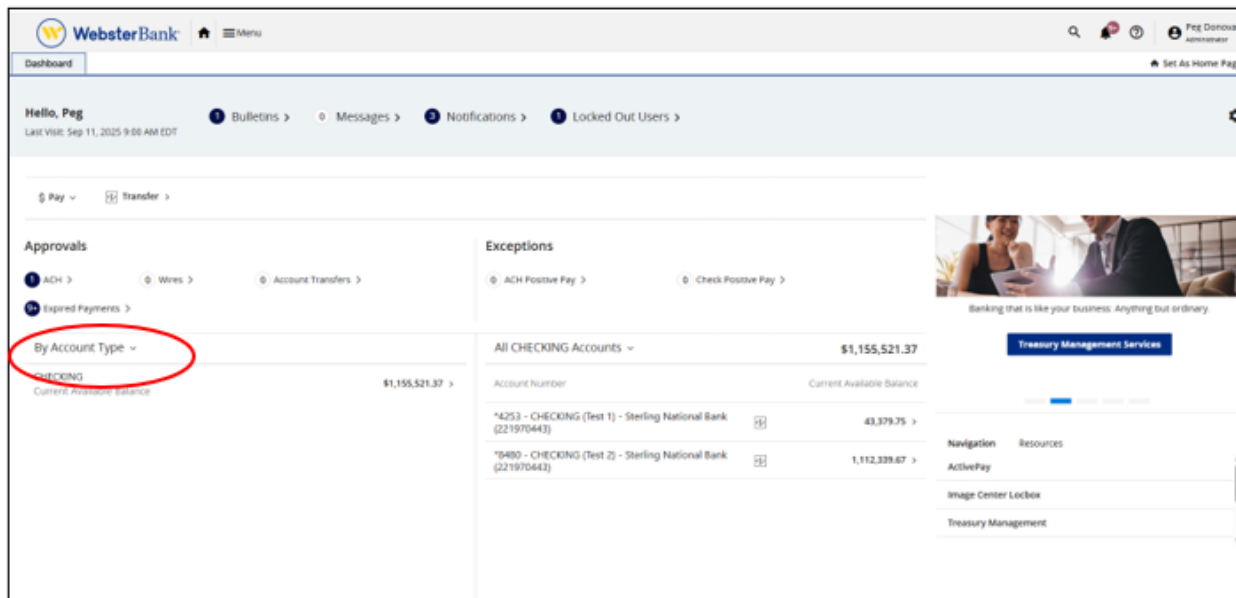
Old:



New:

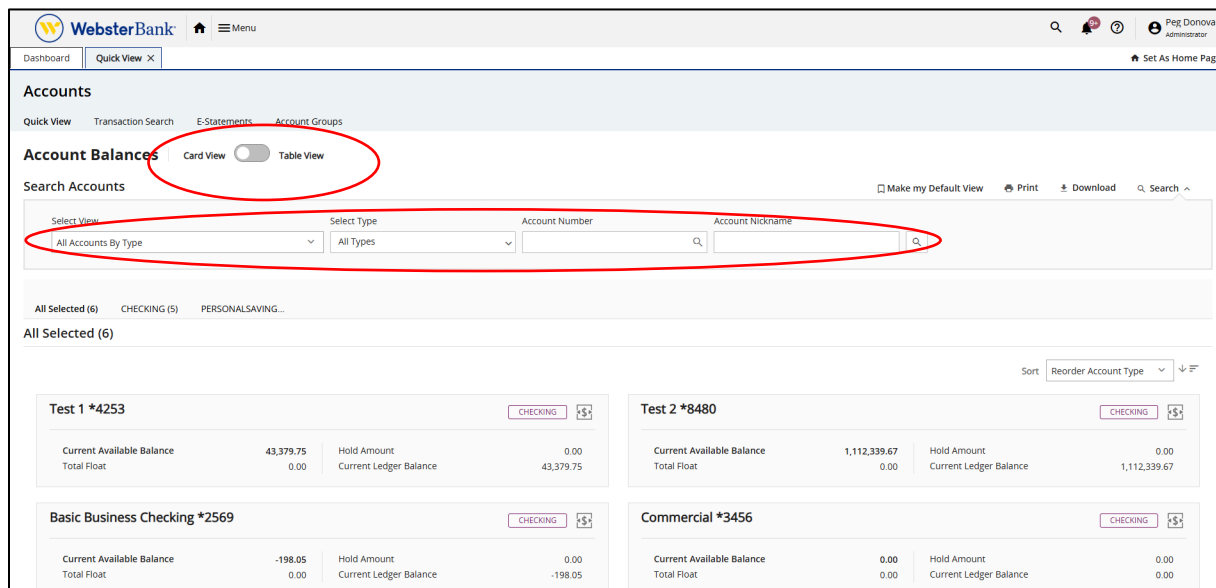


Selecting an account **By Account Type** will allow the user to drill down to additional balances for each account in that group.



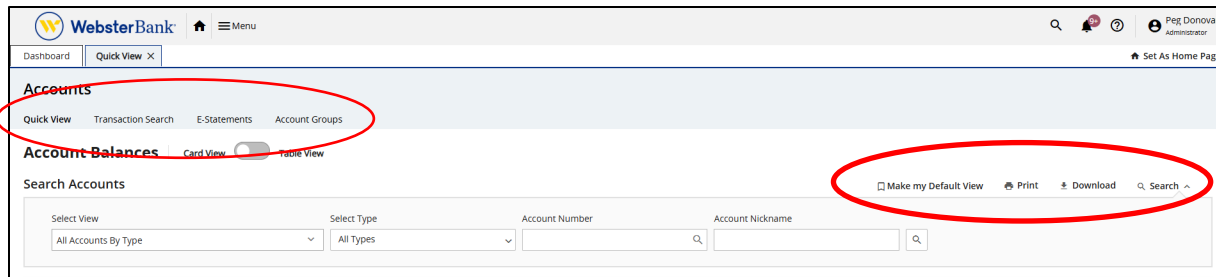
Note: Users can change the layout of the Quick View screen by selecting the Card View or Table View options.

- Once a group is selected the user will be brought to the **Quick View** screen.



- Enter search criteria to locate additional transactions.
- The user can also select other **Account Types** by clicking on the **Account Type** name links.

4. From the upper right-hand section, the user may select **Make my Default View**, **Print** and **Download**.



Note: The user can also navigate by selecting Quick View, Transaction Search, eStatements and Account Groups links from the main menu.

Note: If downloading by Account Type the user must also select an option in the Select Type screen before downloading.

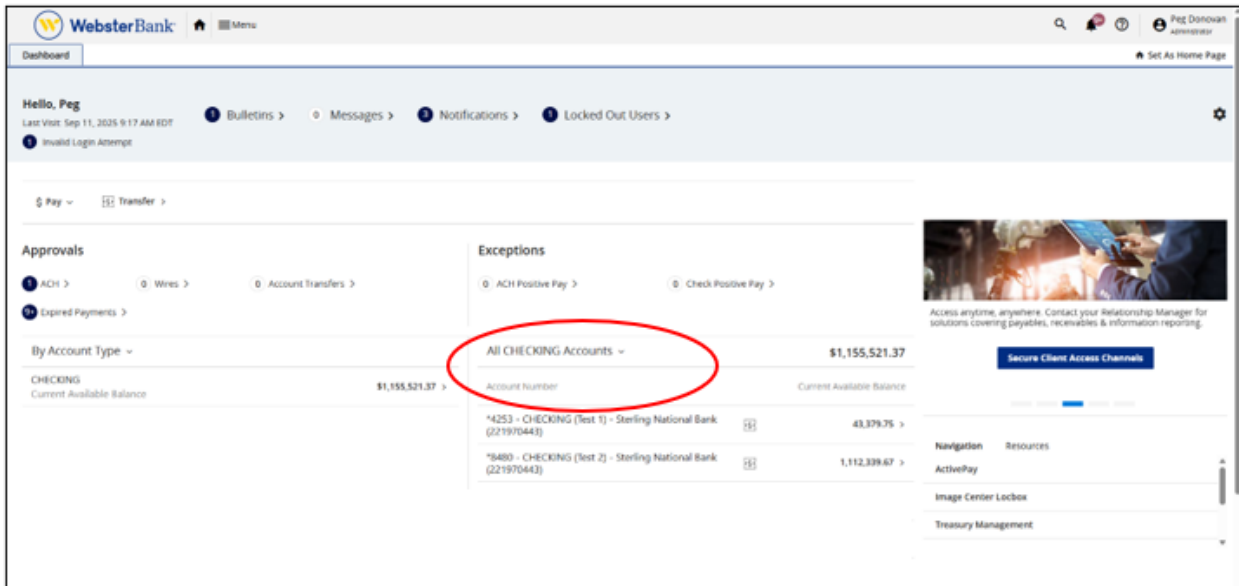
5. Select an account and additional transaction details will be displayed.

Date	Description	Credit	Debit	Running Balance
09/08/2025	Account Transfer Debit WEB TXFR TO DO 0001		\$0.02	43,379.75
09/08/2025	Account Transfer Debit WEB TXFR TO DO 00004		\$0.02	43,379.77
09/08/2025	Account Transfer Debit WEB TXFR TO DO 000041		\$0.02	43,379.79
09/08/2025	Account Transfer Debit WEB TXFR TO SV 000013		\$0.01	43,379.81

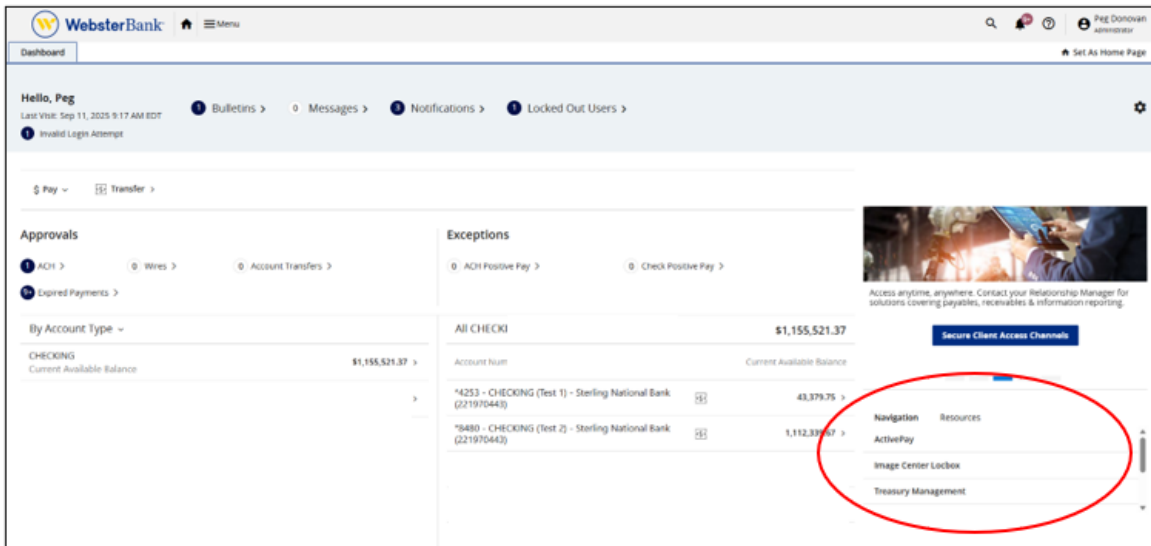
6. Once an account is selected, in the upper right-hand section, the user may **Transfer** funds, **Download**, **Search** and move to the **Balance and Transaction Reporting**.

Date	Description	Credit	Debit	Running Balance
09/08/2025	Account Transfer Debit WEB TXFR TO DO 0001		\$0.02	43,379.75
09/08/2025	Account Transfer Debit WEB TXFR TO DO 00004		\$0.02	43,379.77
09/08/2025	Account Transfer Debit WEB TXFR TO DO 000041		\$0.02	43,379.79
09/08/2025	Account Transfer Debit WEB TXFR TO SV 000013		\$0.01	43,379.81

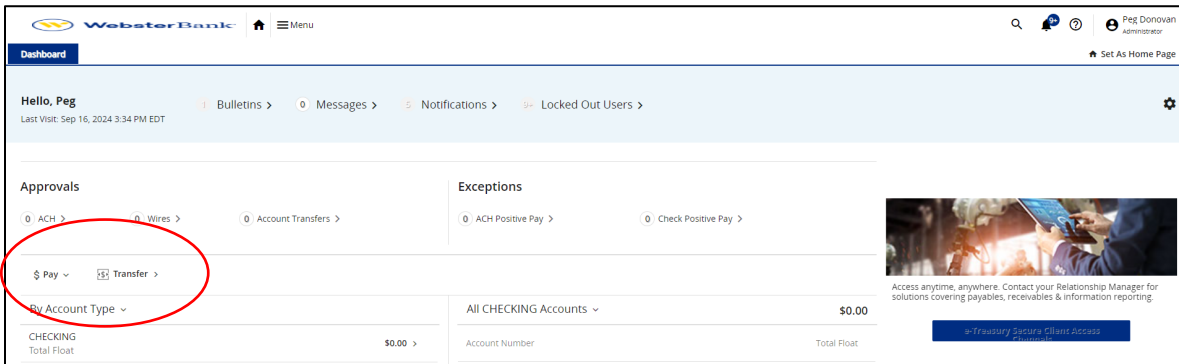
7. On the right-hand side of the screen, the user may select individual accounts by account type or group to view balance and transaction details.



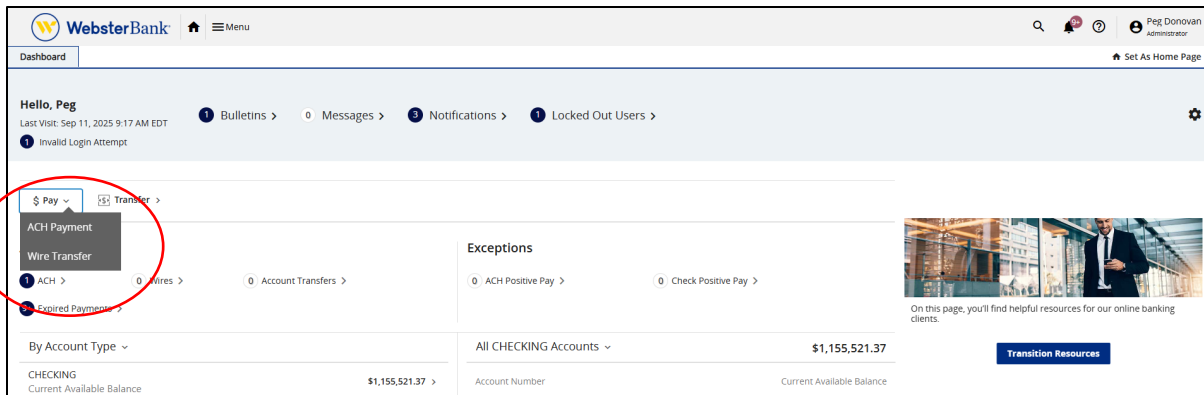
8. To the far right-hand side of the screen is the **Navigation** to other features and **Resources** documents.



9. The user may also do a quick **ACH**, **Wire Transfer** or **Account Transfer** for the **Dashboard** screen.

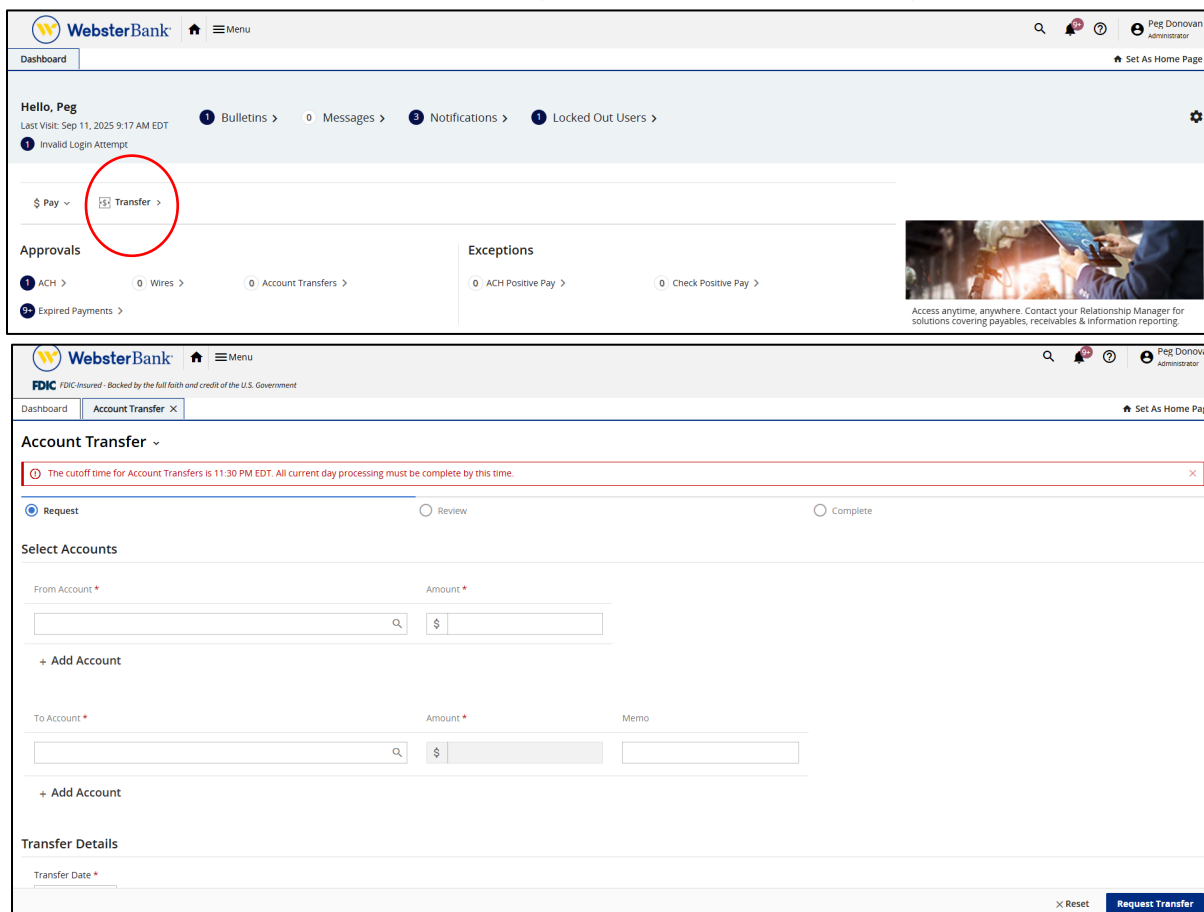


10. Select **Pay** to enter an **ACH Payment** or **Wire Transfer**. (Depending on user entitlements.)



The screenshot shows the WebsterBank dashboard for user Peg Donovan. The 'Pay' button is circled in red, and a dropdown menu is visible showing options for 'ACH Payment' and 'Wire Transfer'. The dashboard includes a header with the bank logo, a navigation menu, and a main content area with sections for 'Hello, Peg', 'Bulletins', 'Messages', 'Notifications', and 'Locked Out Users'. There are also links for 'Invalid Login Attempt', 'Exceptions', and 'Transition Resources'. A summary card shows the current available balance for all checking accounts as \$1,155,521.37.

11. Select **Transfer** to enter an **Account Transfer**. (Depending on user entitlements)



The first screenshot shows the WebsterBank dashboard with the 'Transfer' button circled in red. The second screenshot shows the 'Account Transfer' form. The form includes a header with the bank logo and a navigation menu. The main content area has a section for 'Account Transfer' with a warning message: 'The cutoff time for Account Transfers is 11:30 PM EDT. All current day processing must be complete by this time.' Below this, there are tabs for 'Request', 'Review', and 'Complete'. The 'Request' tab is active, showing a 'Select Accounts' section with fields for 'From Account', 'Amount', 'To Account', 'Amount', and 'Memo'. There are also links for '+ Add Account' and '+ Add Account'. At the bottom, there is a 'Transfer Details' section with a 'Transfer Date' field and a 'Request Transfer' button.

12. From the **Menu** icon at the top of the screen the user may navigate to:

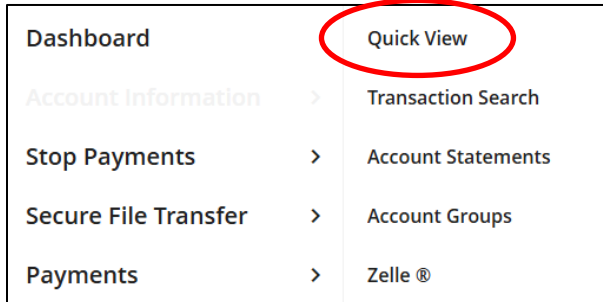
- Dashboard
- Account Information
 - Quick View
 - Transaction Search
 - Account Statements
 - Account Statements
 - Account Analysis Statements
 - Returned Deposited Items
 - Account Groups
 - Zelle
- Stop Payments
 - Stop Payment Activity
 - Request Stop Payment
- Payments
 - Payment Activity
 - Current Activity
 - Future Payments
 - Payment History
 - Recurring Transfer
 - Approvals
 - Account Transfer
 - ACH Payments
 - New ACH Batch
 - Wire Payments
 - New Wire Transfer
 - Manage Wire Template
 - Tax Payments
 - New Tax Payment
 - Payees
 - Manage Payees
 - New Payee
 - Bill Pay
- Reports
 - ACH Detail Report
 - ACH Notifications of Change Report
 - ACH Returns Report

- Balance and Transaction Reporting
- Transaction Groups
- Wire Detail Report
- Positive Pay
 - Check Positive Pay
 - Issue Entry
 - Issue Activity
 - Decision Items
 - Decision Activity
- Administration
 - Company Overview
 - Accounts
 - Payments
 - Services
 - Communications
 - Audit Services
 - Users
- File Transfers
 - File Imports
 - ACH
 - Wires
- My Settings
 - My Profile
 - Contact Information
 - Credentials
 - Channel Settings
 - My History
 - Alert
 - Bulletins
 - Subscriptions

Account Information

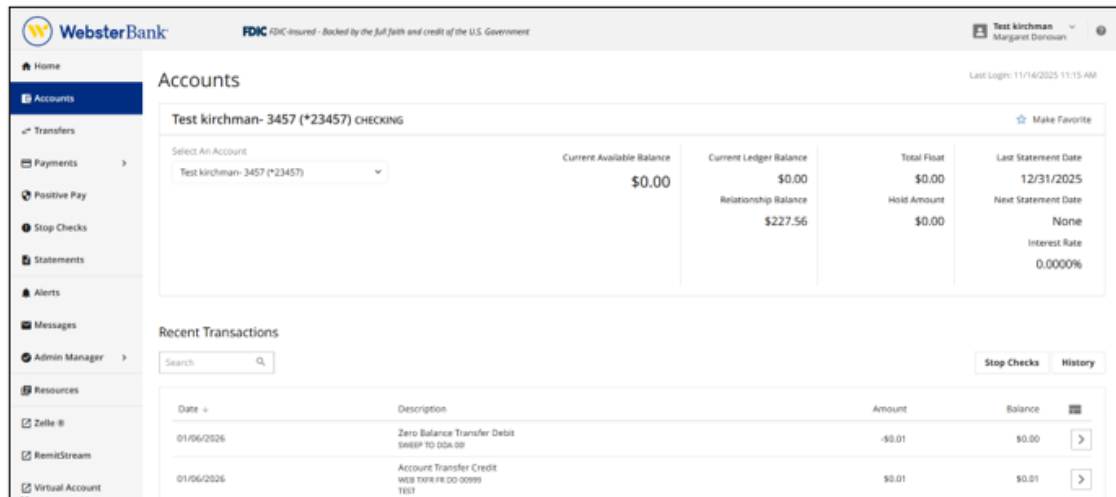
Quick View

- From the main Menu select **Account Information > Quick View**.

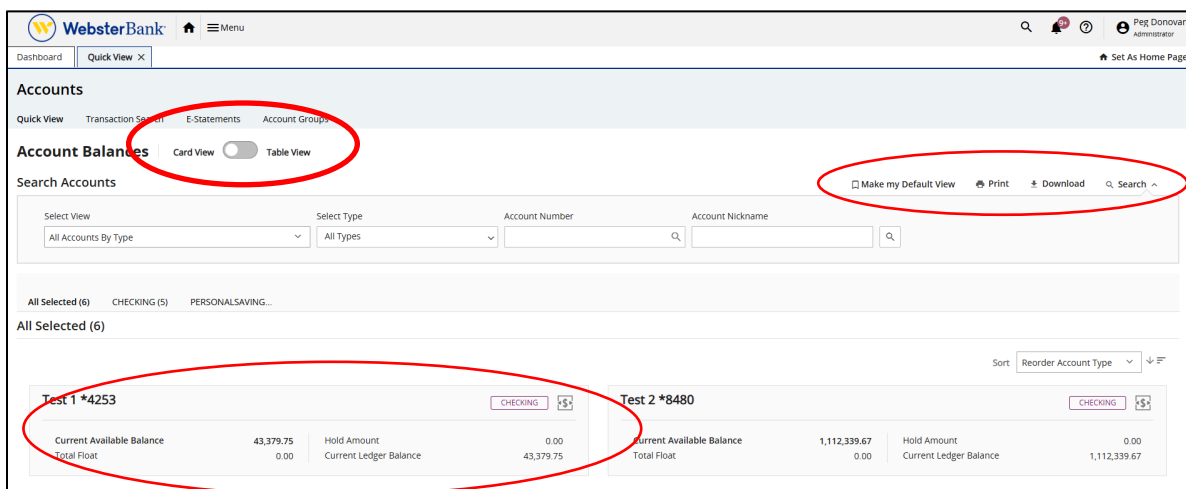


-
-
- The **Quick View** screen will be displayed.

Old:



New:



Note: From this page the user may also access **Transaction Search**, **E-Statements** and **Account Groups** from the page main menu.

-
-
-
- The user can change the view from **Card View** to **Table** view by selecting the button.

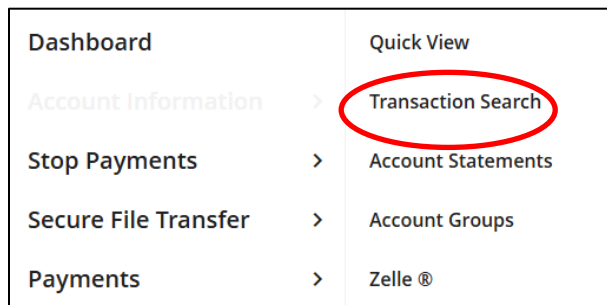
5. Under **Search Account** the user may use the drop-down menu for **Select View, Select Group, search by Account Number of Account Name**.

Note: *Enter the first couple of numbers for letters in the Account Number of Account Name fields and matching criteria will be displayed.*

6. On the right-hand side the user may select **Make my Default View, Print, Download** or collapse the **Search** box.
7. Under the account types a user may select any account to drill into additional detail.

Transaction Search

- From the main Menu select **Account Information > Transaction Search**.



-
-
- The **Transaction Search** screen will be displayed.

The screenshot shows the WebsterBank Transaction Search screen. The search criteria fields are: Account Number, Date From (09/10/2025), Date To (09/11/2025), Amount From, Amount To, Check Number From, and Check Number To. The search button (magnifying glass icon) is circled in red. Below the search criteria, there is a table with columns: Posting Date, Deposits, Description, Credit, Debit, and Balance.

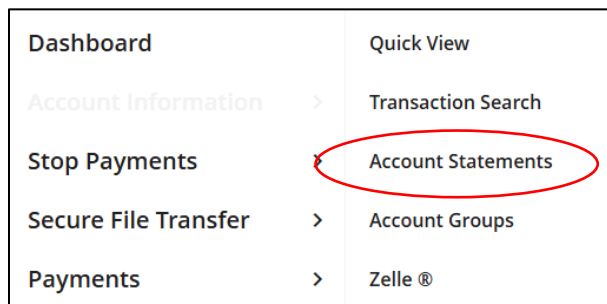
- Enter the following fields:
 - **Account Number** – this is a required field. Start to enter an account number and matching items will display.
 - **Date From** – will default to the current days date, use the calendar icon to select alternate date
 - **Date To** – will default to the current days date, use the calendar icon to select alternate date
 - **Amount From** – optional field
 - **Amount To** – optional field
 - **Check Number From** – optional field
 - **Check Number To** – optional field
- Select the magnifying glass to search.
- Transactions matching the search criteria will be displayed.

The screenshot shows the WebsterBank Transaction Search screen with search results for account number *4253 - CHECKING (Test 1). The search criteria are: Account Number (*4253 - CHECKING (Test 1)), Date From (09/01/2025), Date To (09/11/2025), Amount From, Amount To, Check Number From, and Check Number To. The search button (magnifying glass icon) is circled in red. Below the search criteria, there is a table with columns: Posting Date, Deposits, Description, Credit, Debit, and Balance.

Posting Date	Deposits	Description	Credit	Debit	Balance
09/08/2025		Account Transfer Debit WEB TXFR TO CD 000		\$0.02	43,379.75
09/08/2025		Account Transfer Debit WEB TXFR TO CD 00004		\$0.02	43,379.77
09/08/2025		Account Transfer Debit WEB TXFR TO CD 000041		\$0.02	43,379.79
09/08/2025		Account Transfer Debit WEB TXFR TO SV 000013		\$0.01	43,379.81

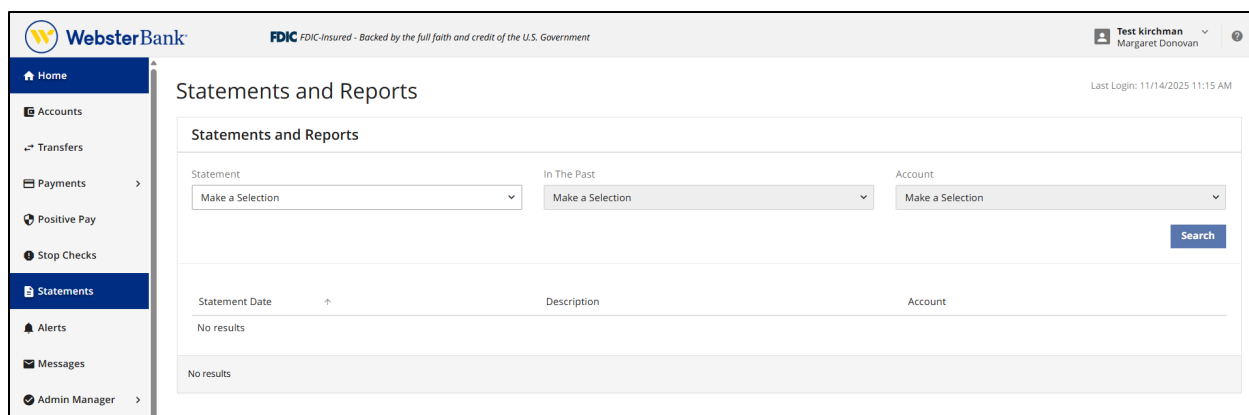
Account Statements

- From the main Menu select **Account Information > Account Statements**.

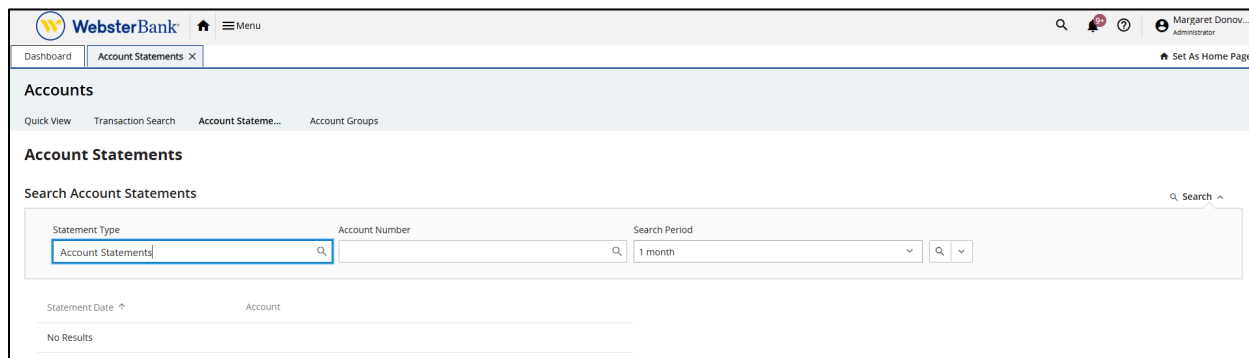


- The **Account Statements** screen will be displayed.

Old:



New:



- Enter the following fields:
 - Statement Type** – this is a required field. Start to enter a statement type and matching items will display.
 - Amount Number** – this is a required field. Start to enter an account number and matching items will display.

4. The **Search Period** field will be displayed.

The screenshot shows the WebsterBank 'Account Statements' search page. The 'Search Account Statements' section contains three input fields: 'Statement Type' (set to 'Account Statements'), 'Account Number' (empty), and 'Search Period' (set to '1 month'). The 'Search Period' field is circled in red. Below the search fields, there are links for 'Statement Date' and 'Account', and a 'No Results' message.

5. Use the drop-down menu to select the appropriate time period.
6. Select the magnifying glass to search.
7. A list of matching criteria will be displayed.

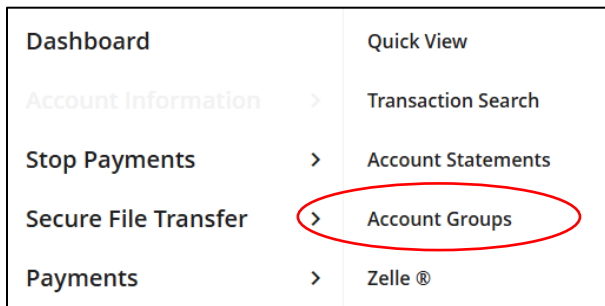
The screenshot shows the search results for 'Account Statements'. The search criteria are: 'Statement Type' (Account Statements), 'Account Number' (*2569 - CHECKING (Basic Business Checking)), and 'Search Period' (3 months). The results table shows one entry for '04/30/2026' under the 'Account' column. The table is circled in red. Below the table, there is a 'Showing 1 statements' button.

8. Select the right arrow to view/print the statement.

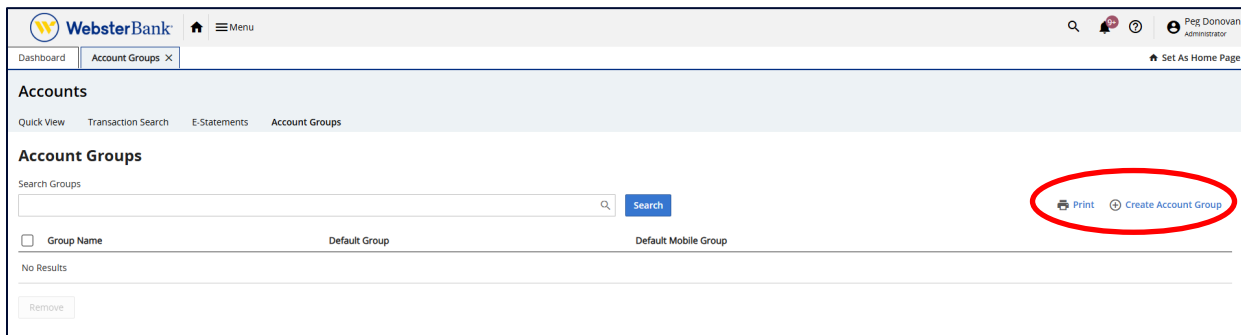
The screenshot shows the 'Print Account Statements' page. The page displays the WebsterBank logo, contact information, and a 'Statement Ending 06/30/2025'. A 'Reminder: Updates to Webster Bank Funds Availability Policy' is shown. Below this, there is a 'SUMMARY OF ACCOUNTS' table with columns for 'ACCOUNT TYPE', 'ACCOUNT NUMBER', and 'ENDING BALANCE'. A right arrow button is circled in red.

Account Group

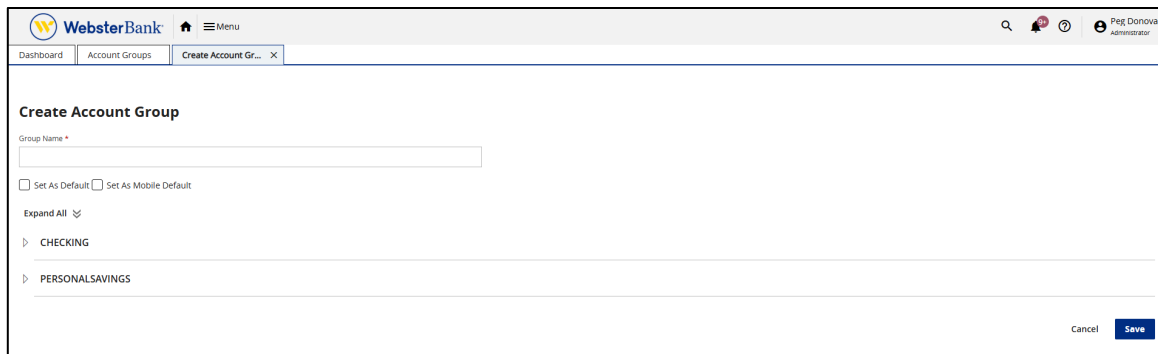
- From the main Menu select **Account Information > Account Groups**.



- The **Account Groups** screen will be displayed.



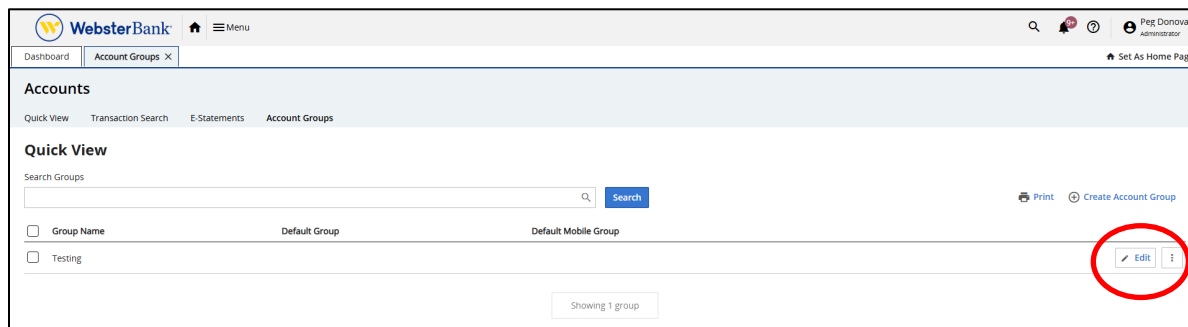
- In the **Search Group** field enter a group name and matching criteria will be displayed.
- Select **Create Account Group** on the right-hand side to create a new group.
 - The **Create Account Group** screen will be displayed.



- Select the appropriate radio to **Set as Default** (web) or **Set as Default Mobile**.
- Select **Expand All** to see a list of all of the accounts. Select the account(s) to be in the group.
Note: Select +Display all Account to see a list of all accounts and select appropriate ones for the group.

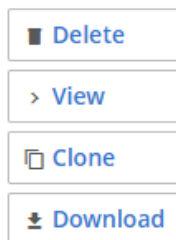
- Select Save.

6. The new group will display on the main screen.



7. Select **Edit** on the right-hand side to make edits to the group.

8. Select the ellipsis to:

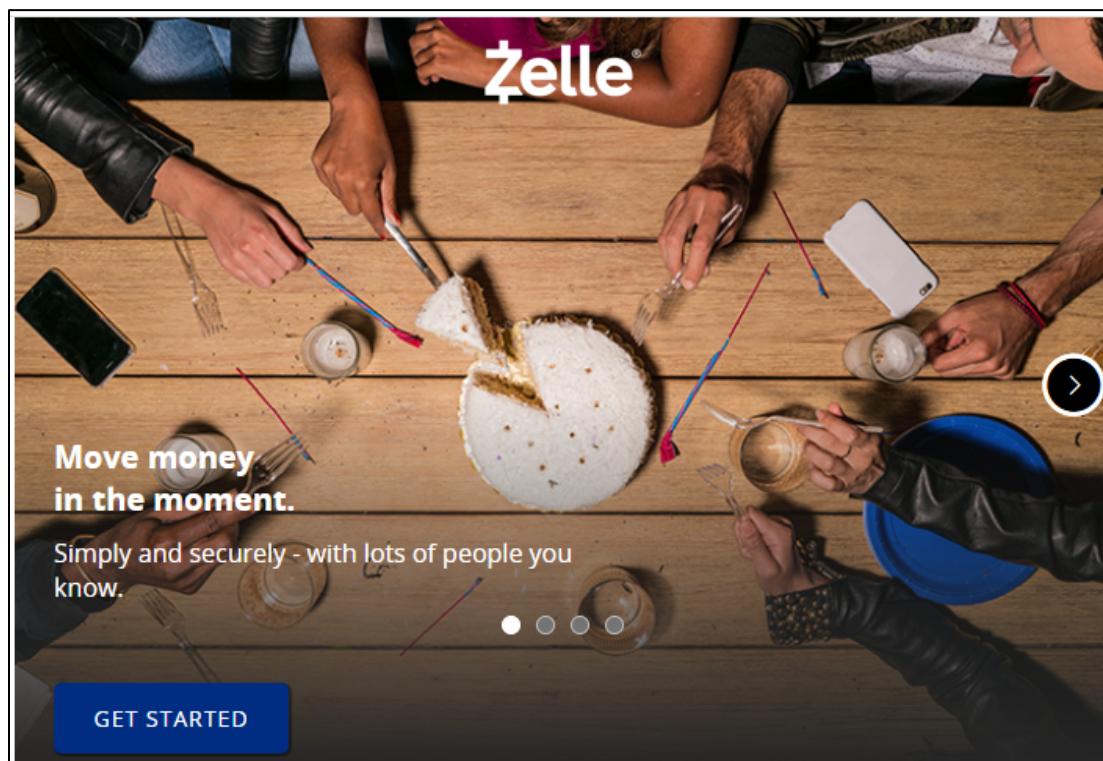


Zelle

1. From the main menu, select **Account Information > Zelle**.

Dashboard		Quick View
Account Information	>	Transaction Search
Stop Payments	>	Account Statements
Secure File Transfer	>	Account Groups
Payments	>	Zelle ®

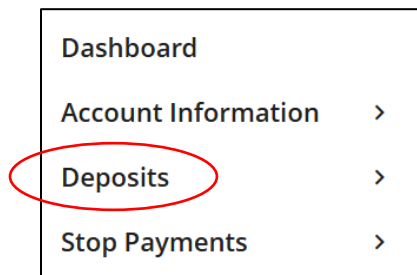
2. The **Zelle Get Started** screen will be displayed. Follow the prompts to enroll.



Remote Deposit Capture Report

Remote Deposit Capture in the New UI will function differently than within the Business Banking platform. Users will continue to upload their deposits through the Mobile App and view the deposits within the New UI. However, there will no longer be an option from the New UI to upload deposits.

1. From the main Menu select **Deposits > Remote Deposit Capture Report**.



2. The **Remote Deposit Capture Report** screen will be displayed.

 A screenshot of the WebsterBank 'Deposits' page. The page header includes the WebsterBank logo, a home icon, a menu icon, and a user profile for Margaret Donovan. Below the header, there's a 'Deposits' tab and a 'Set As Home Page' button. The main section is titled 'Deposits' and 'Mobile Deposits'. Under 'Search Deposits', there are input fields for Transaction Number, Location, Status (a dropdown menu), Date From (10/13/2025), Date To (10/20/2025), and User. There are also search icons. Below the search fields, there's a table header with columns: User, Location, Amount, Deposit Date, and Status. The table currently shows 'No Results' and a button that says 'Showing 0 deposit'.

3. Enter any of the following fields:
 - **Transaction Number** – optional
 - **Location** – optional
 - **Status** – use drop-down menu to select a status
 - **Date From**
 - **Date To**
 - **User** – optional
4. Select the magnifying glass to search.

5. A list of transactions matching the search criteria will be displayed.

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Dashboard Deposits X Set As Home Page

Deposits

Mobile Deposits

Search Deposits

Transaction Number Location Status Date From Date To User

01/02/2025 10/20/2025

User	Location	Amount	Deposit Date	Status
		\$0.01	10/04/2025	
		\$0.01	05/10/2025	

Showing 2 deposits

6. Select the arrow to right of the transaction for additional details.

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Dashboard Deposits Deposits #RDC-056... X

Deposits #RDC-05683162 Details

Remote Deposit Capture Details

Transaction Number
RDC-05683162

Location
3 (Test)

Processing Date
04/10/2025

Amount
\$0.01

Status History

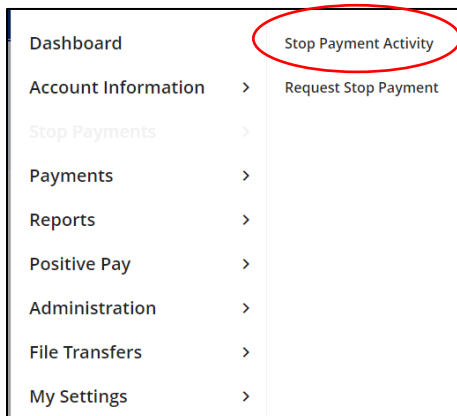
Timestamp	Status	Initiator	Description
Oct 4, 2025 10:47:47 AM EDT	Failed		Reason: Cannot read check. Please retake photo. Have steady hands, good lighting, and four check corners visible. Real time SQA failed.
Oct 4, 2025 10:47:45 AM EDT	Created		Remote Deposit Created.

Cancel Print

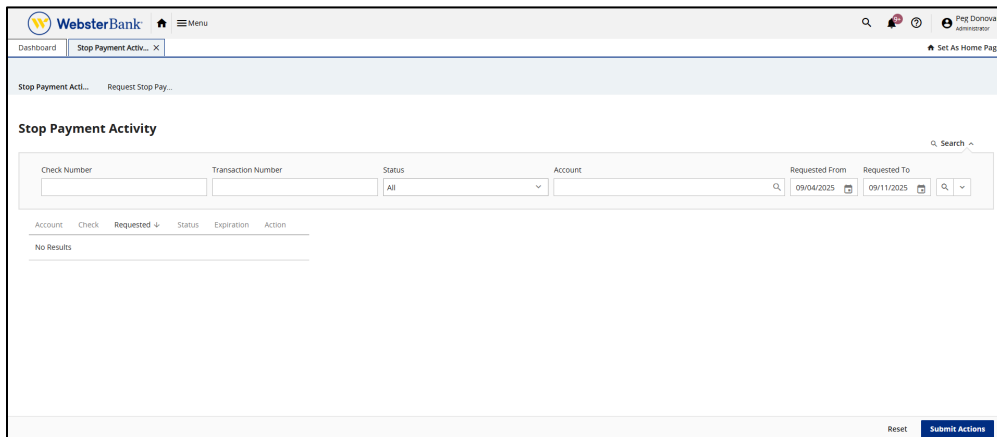
Stop Payment

Stop Payment Activity

- From the main menu, select **Stop Payments > Stop Payment Activity**.



- The **Stop Payment Activity** screen will be displayed.



- Enter any of the following fields:

- Check Number
- Transaction Number
- Amount
- Requested From date
- Requested To date

- Select a **Status** from the drop down menu.
- Select the **Search** icon on the far right-hand side to display a list of matching criteria.
- Use the drop-down arrow next to the search icon for additional search options.

Note: If using the Search Option the user must clear out the search criteria when done with the search otherwise the criteria will continue to stay in place and override any other search criteria entered.

7. Under the **Action** column use the drop-down menu to **Cancel** or do **No Action**.

WebsterBank

Menu

Dashboard

Stop Payment Activity X

Stop Payment Activity

Request Stop Pay...

Search

Account

Check Number

Transaction Number

Status

Account

Requested From

Requested To

Search

Account	Check	Requested	Status	Expiration	Action
*3456 - CHECKING (STETUS36 TEST A/C 3)	7845	01/16/2025	Stopped	01/15/2025	No Action No Action Cancel
*3457 - CHECKING (STETUS36 TEST A/C 2)	1301 - 1306	01/16/2025	Stopped	01/15/2025	No Action No Action Cancel
*3456 - CHECKING (STETUS36 TEST A/C 1)	952	01/16/2025	Stopped	01/15/2025	No Action No Action Cancel
*3457 - CHECKING (STETUS36 TEST A/C 2)	9676	04/21/2025	Stopped	10/21/2025	No Action No Action Cancel
*3457 - CHECKING (STETU		04/21/2025	Stopped	10/21/2025	No Action No Action Cancel

Reset

Submit Actions

Request Stop Payment

- From the main menu, select **Stop Payments > Request Stop Payment**.

Dashboard		Stop Payment Activity
Account Information	>	Request Stop Payment
Stop Payments	>	
Payments	>	
Reports	>	
Positive Pay	>	
Administration	>	
File Transfers	>	
My Settings	>	

- The **Request Stop Payment** screen will be displayed.

Old:

WebsterBank FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Test kirchman Margaret Donovan Last Login: 11/14/2025 11:15 AM

Stop Checks

1 Create 2 Review 3 Complete

Required Field

Account: Make a Selection

Check Number: Individual Range

Amount: \$

Date Written:

Written To:

Reason: Make a Selection

Cancel Review

Recent Stop Checks

Check: Account: Make a Selection

Search

Created: Check: Account:

No results

No results

New:

WebsterBank

Dashboard | Request Stop Pay... X

Stop Payment Act... Request Stop Pay...

Request Stop Payment

☒ Request ☐ Review ☐ Complete

Account Number *

Company Name
SNB TEST SWIFT PROFILE

Memo

Contact Name
Peg Donovan

Phone Number
(508)942-8797

Notification Options [Notify Me](#)

Notify by email only
Complete, Exception

Stop Individual Checks Stop Check Range

Checks

Check #	Date Written	Amount	Written to	Reason

Reset [Request Stop Check](#)

Note: Users can select the **Notify Me** option to receive an email or Text Message when the Stop Payment is complete.

3. Select an **Account Number** by clicking on the search icon or entering the account number or account name.
4. The users' **Company Name**, **Contact Name** and **Phone Number** will automatically display, but may be edited.
5. The **Memo** field is optional.
6. Enter the following fields:
 - Check – Check number
 - Date Written
 - Amount
 - Written To
 - Reason (use the drop-down menu)
7. Use the + sign on the far right-hand side to add more Stop Payments.
8. Select **Request Stop Payment** to submit request.

Payments

Payment Activity

CURRENT ACTIVITY

- From the main menu, select **Payments > Payment Activity > Current Activity**.

Dashboard	Payment Activity	Current Activity
Account Information >	Account Transfer	Future Payments
Stop Payments >	ACH Payments >	Payment History
Payments >	Wire Transfers >	Recurring Transfers
Reports >	Tax Payments >	Approvals
Positive Pay >	Payees >	
Administration >		
File Transfers >		
My Settings >		

- The **Current Activity** screen will be displayed.

Old:

Make Payment

How fast should the payment be processed?

Same Day Wires | 1-2 Business Days ACH

Payment Date	Payee	Amount
01/12/2026	abc1	\$10.00
01/09/2026	abc1	\$10.00
01/08/2026	abc1	\$10.00
01/07/2026	abc1	\$10.00
01/06/2026	abc1	\$10.00
01/05/2026	abc1	\$10.00
01/02/2026	abc1	\$10.00
01/01/2026	abc1	\$10.00
12/31/2025	abc1	\$10.00
12/30/2025	abc1	\$10.00

Showing 1 - 10 of 476 results

New:

Payment Activity

Current Activity | Future Payments | Payment History | Recurring Transfers | Approvals

Expired payments need attention: \$201,403.92 from 298 payments

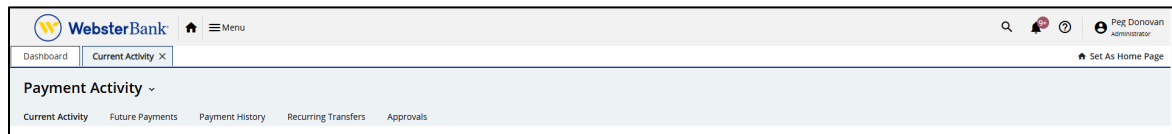
Current Activity Summary

Status	ALL TRANSACTIONS	ACH Payments	Wire Transfers	Check Payments	Account Transfers
Pending	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Complete	\$53.71 (9)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$53.71 (9)
All	\$53.71 (9)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$53.71 (9)

Current Activity Details

- Each column will display the amount of the transactions in that category. The user may click on the amount to display those items to review or edit using the **Edit** button.

4. Use the **Current Activity Detail** search to search for specific transactions.
5. By clicking on the arrow to the right of each transaction the user may view additional details.
6. Users with the ability to approve will see the following options:
 - Approve
 - Release
 - Approve/Release
7. The user may also **Print** and **Download** from the middle right-hand side of the screen.
8. The user may also change screens by using the main menu.



FUTURE PAYMENTS

- From the main menu, select **Payments > Payment Activity > Future Payments**.

Dashboard	Payment Activity >	Current Activity
Account Information >	Account Transfer	Future Payments
Stop Payments >	ACH Payments >	Payment History
Payments >	Wire Transfers >	Recurring Transfers
Reports >	Tax Payments >	Approvals
Positive Pay >	Payees >	
Administration >		
File Transfers >		
My Settings >		

- The **Future Payments** screen will be displayed. The calendars will display all the future dated transactions for Account Transfer, ACH and Wire Transfer.

The screenshot displays the WebsterBank 'Future Payments' interface. At the top, the navigation bar includes 'Dashboard' and 'Future Payments X'. The 'Payment Activity' dropdown is open, showing options like 'Current Activity', 'Future Payments', 'Payment History', 'Recurring Transfers', and 'Approvals'. The 'Future Payments' section is active, showing a calendar for 'Sep 11 - 13, 2025'. The calendar view is set to 'Monthly' and shows columns for 'Thu 9/11', 'Fri 9/12', and 'Sat 9/13'. Below the calendar, the 'Filter Transactions' section is visible, with tabs for 'Date', 'Transaction Info', 'Amount', and 'Payment Info'. The current filter results show 'No Results'.

- By clicking on a transaction, additional details can be viewed and edited.

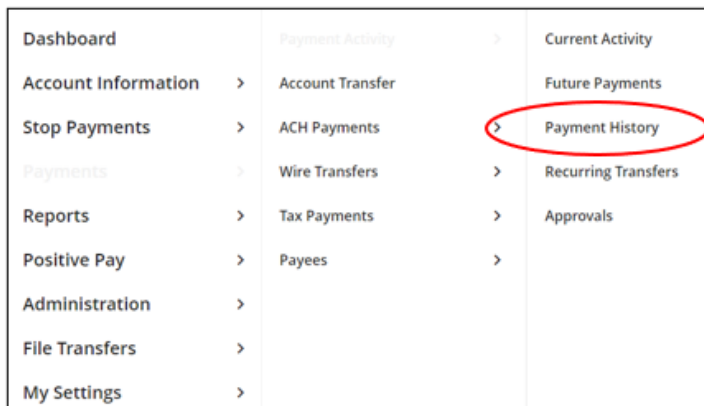
The screenshot shows the transaction details for a payment on '09/25/2024' for '\$5.05'. The transaction is a 'Recurring Frequency' payment from 'CD Reporting Testing Series 2'. The details include 'Daily on all business days starting on 04/22/2021', 'From Many', 'To *0003 - CHECKING (CD Astoria CD Test Account) as 11 transfer(s)', and 'Initiator AXESFTP AXESFTP (STETUS30XXXX / AXESFTP)'. There are 'Edit' and 'Approve' buttons. The bottom of the screen shows a 'Showing 1 payment' status and a bar with 'Approve & Release', 'Release', and 'Approve' buttons.

Note: Use the Search section to display specific types of transactions on the calendar.

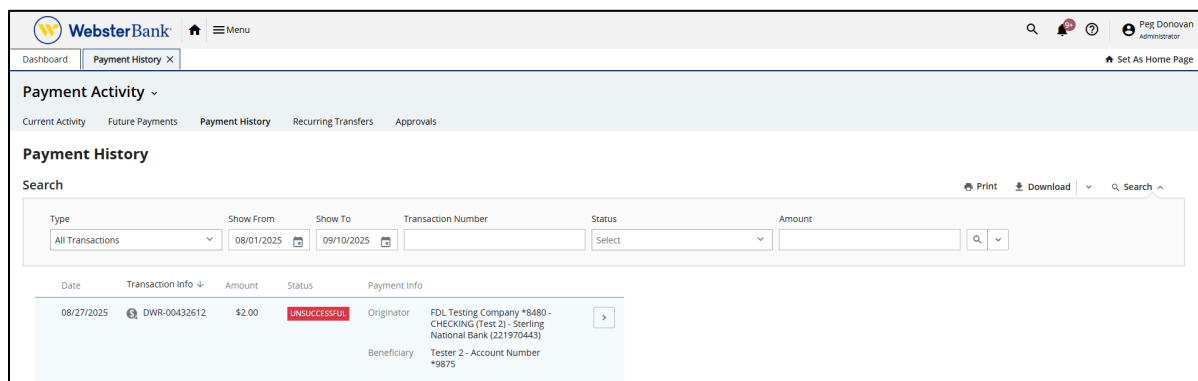
4. Users with the ability to approve will see the following options:
 - Approve
 - Release
 - Approve/Release

PAYMENT HISTORY

- From the main menu, select **Payments > Payment Activity > Payment History**.



- The **Payment History** screen will be displayed.

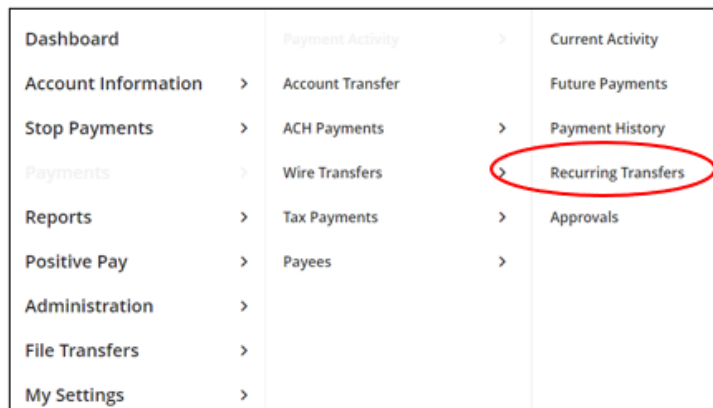


Note: If the **Payment History** screen appears blank select the **Search** option in the upper right hand side to select a date range.

- A listing of all transactions will be displayed. Use the **Search** feature to locate specific item(s).
 - Use the **Type** drop-down menu to select the type of transaction.
 - Use the **Show From** and **Show To** calendars to select the date range.
 - Transaction Number** is optional.
 - Use the **Status** drop-down menu to select a status.
 - Enter an amount in the **Amount** field.
- The user may also **Print and Download** from the middle right-hand side of the screen.
- By clicking on the arrow to the right of each transaction the user may view additional details.

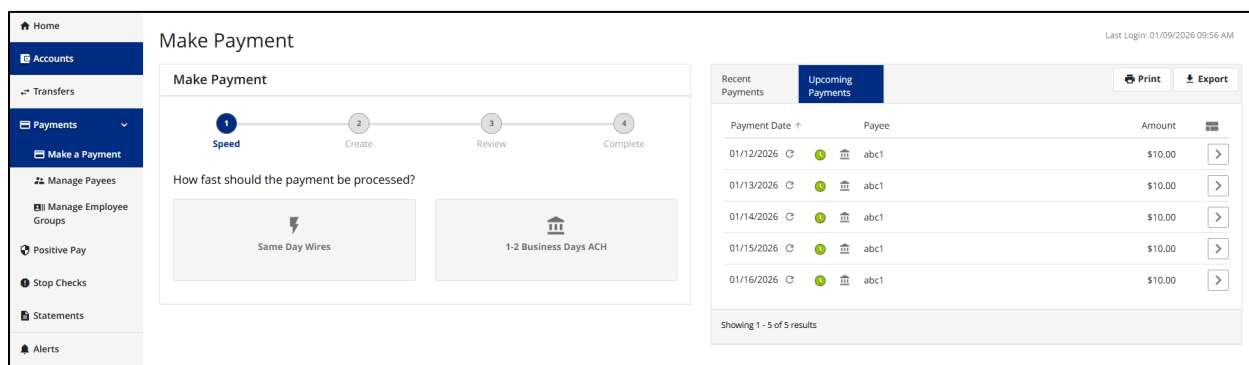
RECURRING TRANSFERS

- From the main menu, select **Payments > Payment Activity > Recurring Transfers**.

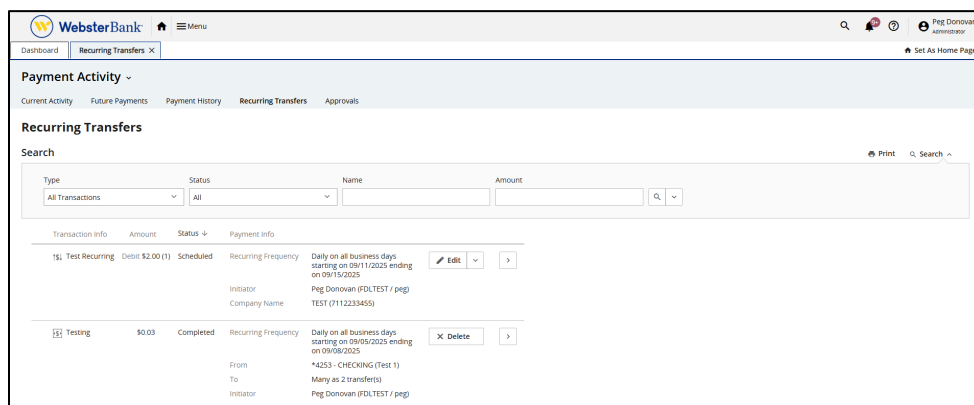


- The **Recurring Transfer** screen will be displayed.

Old:



New:



3. A listing of all transactions will be displayed. Use the **Search** feature to locate specific item(s).
 - Use the **Type** drop-down menu to select the type of transaction.
 - Use the **Status** drop-down menu to select a status.
 - **Name** is optional.
 - Enter an amount in the **Amount** field.
4. Click the **Edit** button to make changes.
5. By clicking on the arrow to the right of each transaction the user may view additional details.
6. Use the drop-down arrow next to the edit button to **Cancel or Delete** the transaction.

The screenshot displays the WebsterBank interface for managing recurring transfers. At the top, there's a navigation bar with 'Dashboard', 'Account Transfer', and 'Recurring Transfers' (selected). Below this, the 'Payment Activity' section is active, showing tabs for 'Current Activity', 'Future Payments', 'Payment History', 'Recurring Transfers', and 'Approvals'. The 'Recurring Transfers' section includes a search bar with filters for 'Type' (All Transactions), 'Status' (All), 'Name', and 'Amount'. Below the search bar, a table lists recurring transfers. The first entry is 'Test Recurring' with an amount of '\$0.01' and status 'Scheduled'. To the right of this entry is a dropdown menu with options: 'Edit', 'Cancel', and 'Delete'. This dropdown menu is circled in red.

Transaction Info	Amount	Status	Payment Info
Test Recurring	\$0.01	Scheduled	Recurring Frequency: Daily on all business days starting on 09/12/2025 ending on 09/15/2025 From: *4253 - CHECKING (Test #1) To: *8480 - CHECKING (Test #2) as 1 transfer(s) Initiator: Peg Donovan (FDLTEST / peg)

7. The user may also **Print and Download** from the middle right-hand side of the screen.

APPROVALS

- From the main menu, select **Payments > Payment Activity > Approvals**.

Dashboard	Payment Activity >	Current Activity
Account Information >	Account Transfer	Future Payments
Stop Payments >	ACH Payments >	Payment History
Payments >	Wire Transfers >	Recurring Transfers
Reports >	Tax Payments >	Approvals
Positive Pay >	Payees >	
Administration >		
File Transfers >		
My Settings >		

- The **Payment Approval & Release** screen will be displayed.

WebsterBank

Dashboard Approvals X

Payment Activity >

Current Activity Future Payments Payment History Recurring Transfers Approvals

Payment Approval & Release

Transaction Status: Pending Approval Pending Release Pending Approval & Release

Transaction Period: Today

Product Type: All Transactions

Transaction Number: Amount: Import File: Search

Date	Transaction Info	Amount	Initiator	Payment Info	Status
06/18/2025	IBR-00413265	\$6.54 (FX Rate: 0.6537044 USD To 1 AUD) (RUCHIG)	RUCHI G	Originator: SNB TEST SWIFT PR... Beneficiary: AG - Account Numb...	Expired Approve
06/09/2025	IBR-00413470	\$13.06 (FX Rate: 0.6532024 USD To 1 AUD) (RUCHIG)	RUCHI G	Originator: SNB TEST SWIFT PR... Beneficiary: AG - Account Numb...	Expired Approve

- The middle menu will display how many transactions are in each category.
 - Pending Approval
 - Pending Release
 - Pending Approval & Release
- A list of transactions in various statuses will be displayed.
- Select the Transaction Info link to view additional details on the transaction.
- Use the Search feature to search for specific transactions.
 - Use the **Transaction Period** drop-down menu to select a time frame.
 - Use the **Product Type** drop-down menu to select the type of transaction.
 - Transaction Number** is optional.
 - Enter an amount in the **Amount** field.
 - Import file** – If a payment was created through importing a file, enter any portion of the name of the file name to search for the file.

7. To the far right-hand side use the ellipsis to select additional options.

WebsterBank

Dashboard Approvals X

Payment Activity

Current Activity Future Payments Payment History Recurring Transfers Approvals

Payment Approval & Release

Transaction Status: Pending Approval 0 Pending Release 0 Pending Approval & Release 0

Search Transaction Number Amount Import File Search

Date	Transaction Info	Amount	Initiator	Payment Info	Status
09/09/2025	1H ACH-00436123	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434533	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434530	\$2.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434529	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired

View Edit Cancel

- **View** – View additional details on the transaction
- **Edit** – Edit information on the transaction
- **Cancel** – Cancel the transaction

8. Users with the approval entitlement can select and approve/release transactions.

WebsterBank

Dashboard Approvals X

Payment Activity

Current Activity Future Payments Payment History Recurring Transfers Approvals

Payment Approval & Release

Transaction Status: Pending Approval 0 Pending Release 0 Pending Approval & Release 0

Search Transaction Number Amount Import File Search

Date	Transaction Info	Amount	Initiator	Payment Info	Status
09/09/2025	1H ACH-00436123	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434533	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434530	\$2.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434529	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
09/03/2025	1H ACH-00434520	\$1.00	Peg Donovan (Peg)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired
08/08/2025	1H ACH-00422040	\$200,005.00	Peg Donovan (Peg)	Batch Type: Individual (PPD) Offset Account: *7065 - CHECKING (...)	Expired
06/19/2025	1H ACH-00413766	\$1.00	Ruchi G (RUCHIG)	Batch Type: Business Tax Paym... Offset Account: *7065 - CHECKING (...)	Expired

Approve Approve & Release

Account Transfer

- From the main menu, select **Payments > Account Transfer**.

Dashboard		Payment Activity	>
Account Information	>	Account Transfer	
Stop Payments	>	ACH Payments	>
Payments	>	Wire Transfers	>
Reports	>	Tax Payments	>
Positive Pay	>	Payees	>

- The **Account Transfer** screen will be displayed.

Old:

WebsterBank FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government

Test kirchman Margaret Donovan Last Login: 01/09/2026 10:01 AM

Transfer Money

Transfer Funds Between Accounts

1 Create 2 Review 3 Complete

Required Field

From Account:

To Account:

Amount:

Transfer Date:

Memo:

This is a one-time transfer.

Transfer Date	Transfer From	Amount
12/11/2025	Kind	\$1.00
11/11/2025	Kind	\$1.00
10/11/2025	Kind	\$1.00
10/03/2025	Kind	\$0.10
10/02/2025	Kind	\$0.10
10/01/2025	Kind	\$0.10
09/30/2025	Kind	\$0.10
09/29/2025	Kind	\$0.10
09/28/2025	Kind	\$0.10
09/27/2025	Kind	\$0.10

Showing 1 - 10 of 321 results

New:

WebsterBank FDIC - Insured - Backed by the full faith and credit of the U.S. Government

Dashboard Account Transfer X Set As Home Page

Account Transfer

The cutoff time for Account Transfers is 11:30 PM EDT. All current day processing must be complete by this time.

Request Review Complete

Select Accounts

From Account * Amount *

+ Add Account

To Account * Amount * Memo

+ Add Account

Transfer Details

Transfer Date *

X Reset Request Transfer

- In the **From Account** field click on the box for the accounts to display.
- Enter the **Amount**.
- Note: Select the + Add Account to add additional account transfers.**
- In the **To Account** field click on the box for the accounts to display.
- The **Memo** field is optional.
- The **Transfer Date** will default with the current day's date. Use the calendar icon to select a future date.
- The user can set up **Notification Options**.
- Select **Request Transfer**.
- A confirmation screen will be displayed.

WebsterBank FDIC - Insured - Backed by the full faith and credit of the U.S. Government

Dashboard Account Transfer X Set As Home Page

Account Transfer

Request Review Complete

Please confirm this transfer

Company Name
FDL Testing Company (FDLTEST)

Contact Name
Peg Donovan (peg)

Transfer Date
09/11/2025

Paydown | Total
\$0.00 | \$0.01

From Account	To Account	Memo	Amount
*4253 - CHECKING (Test 1)	*8480 - CHECKING (Test 2)	Selected account is not insured by the FDIC, is not a deposit, and may lose value.	\$0.01
Total			\$0.01

Recurring Options

Cancel Edit Confirm

11. Review the information and select **Confirm**.

Note: The user can **Cancel** to delete the Account Transfer of Edit to make any corrections.

12. A confirmation message will be displayed.

WebsterBank FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government

Dashboard Account Transfer X Set As Home Page

Account Transfer v

Alerts 2 Close All

- ✓ Your payment request transaction number is ATR-00437156
- ✓ Request has been accepted as of Sep 11, 2025 01:31 PM EDT

Request Review **Complete**

Account Transfer Details

Company Name
FDL Testing Company (FDLTEST)

Contact Name
Peg Donovan (peg)

Transfer Date
09/11/2025

Paydown Total
\$0.00 \$0.01

From Account	To Account	Status	Memo	Amount	Transaction Number
*4253 - CHECKING (Test 1)	*8480 - CHECKING (Test 2)	Transfer Complete	Confirmation Number : 133110002991	\$0.01	ATR-00437156
Total				\$0.01	

Recurring Options

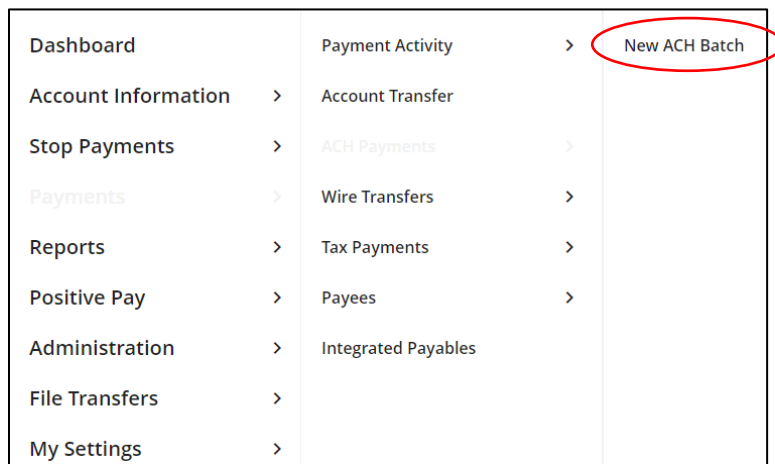
Print Create New Transfer

ACH Payments

In the New UI instead of making one payment at a time you will now create ACH Batches. Each batch can have multiple transactions to pay individuals or companies. Within the ACH Payments module you will notice language like PPD or CCD. This is traditional ACH terminology. PPD indicates paying a person and CCD indicates paying a company/vendor. As you build the ACH Batches there will be a wizard to walk you through to make sure you are entering the correct transaction(s) in each ACH Batch.

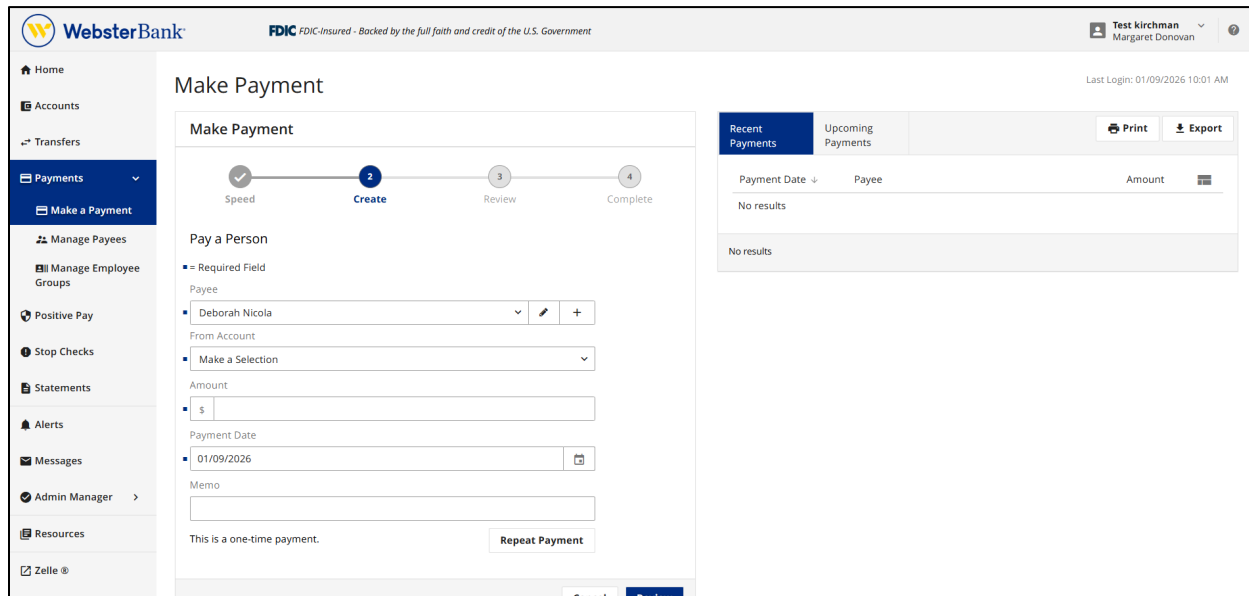
NEW ACH BATCH - FREEFORM

- From the main menu, select **Payments > ACH Payments > New ACH Batch**.



- The **New ACH Batch** screen will be displayed.

Old:



New:

WebsterBank

Dashboard New ACH Batch X

ACH Payments

New ACH Batch ACH Batch Template

New ACH Batch

Start Request Review Complete

Start ACH payment

Free-Form Enter all new information.

Template Use an existing template.

- As the user works through setting up the ACH batch the progress bar will display.
- Select **Free Form**.
- Select an **ACH Company** from the list provided.

Old:

WebsterBank

FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government

Home Accounts Transfers Payments Make a Payment Manage Payees Manage Employee Groups Positive Pay Stop Checks Statements Alerts Messages Admin Manager Resources Zelle

Make Payment

Speed Create Review Complete

Pay a Person

Payee Deborah Nicola

From Account Make a Selection

Amount \$

Payment Date 01/09/2026

Memo

This is a one-time payment. Repeat Payment

Recent Payments Upcoming Payments

Payment Date Payee Amount

No results

No results

Print Export

Test kirchman Margaret Donovan

Last Login: 01/09/2026 10:01 AM

New:

WebsterBank

Dashboard New ACH Batch X

ACH Payments

New ACH Batch ACH Batch Template

New ACH Batch

Start Request Review Complete

Start ACH payment

Free-Form Enter all new information. Template Use an existing template.

Search

ACH Company	ACH Company ID	Debit / Credit	Batch Type
TEST	7112233455	☐ Mixed Debit and Credit ☐ Debit Only ☒ Credit Only	☐ Business ☒ Individual

Showing 1 ACH Company

Next

6. Select whether the batch will be:
 - Mixed Credits and Debits
 - Debits Only – Sending a debit to a person or company/vendor to collect funds.
Example: sending a debit to a person to collect monthly gym dues.
 - Credits Only – Sending a credit to a person or company/vendor.
Example: sending weekly payroll to a person. Paying a vendor invoice.
7. Select a Batch Type:
 - Business
 - Individual
8. Select the SEC code from the drop-down menu for the type of payment being made.
Example: PPD to pay a person, CCD to pay company.
9. Select **Next** in the lower right-hand corner.

10. The **ACH Batch Detail** screen will be displayed.

11. Enter the **Company Entry Description**, example: payroll.

12. Use the **Payment Date** calendar to select the effective date.

13. The user may opt to exclude **\$0.00 entries at time of submission**.

14. Under the **Payee** heading enter a payee's name and a list of matching criteria will be displayed.

Note: *Payees must be setup under prior to being used in a batch. This can be done from the Payee Maintenance module or by clicking on Create New Payee in the middle right-hand corner of this page.*

15. The **Account** will auto-populate. If the payee has more than one account setup for ACH use the drop-down menu to select the appropriate account.

16. Enter the **Amount** in the amount field.

17. The **Addenda** field is optional.

18. The **Add Remittance** field is optional.

19. The **X** will delete this transaction.

20. Add remaining payees.

21. Select the **Notify Me** next to **Notification Options** to receive an alert on the status of the ACH Batch.

22. Once the batch is complete, scroll to the bottom of the page and select **Request Batch**.

23. The review screen will be displayed.

WebsterBank

Dashboard New ACH Batch X

ACH Payments

New ACH Batch ACH Batch Template

New ACH Batch

Start Request **Review** Complete

Due to the amount entered, this transaction will require 1 approval(s).

ACH Batch Details

ACH Company: TEST (7112233455) Batch Type: Individual (PPD) - Credit Only Payment Date: 09/12/2025

Company Entry Description: Test

Total Credits: \$1.00 (1)

Payees

Search

Payee	Account	ABA	Addenda	Amount
Test1 (Test1)	*3456 (DDA)	011000138	--	\$1.00

Showline 1 name

Cancel Edit **Confirm**

24. Select **Confirm** in the lower right-hand corner.

25. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify

Please enter your PIN *

Generate

26. Enter your **passcode**.

Please Reverify

Please enter your PIN *

***** Generate

Please enter your one time passcode

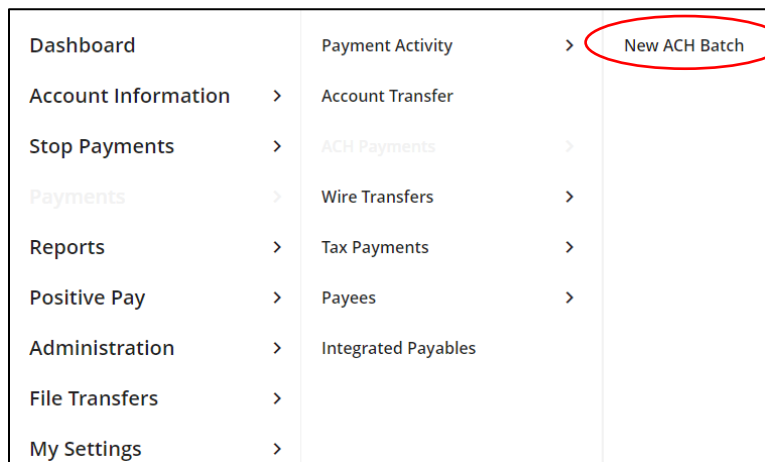
Cancel **Submit**

27. Select **Submit**.

NEW ACH BATCH – TEMPLATE

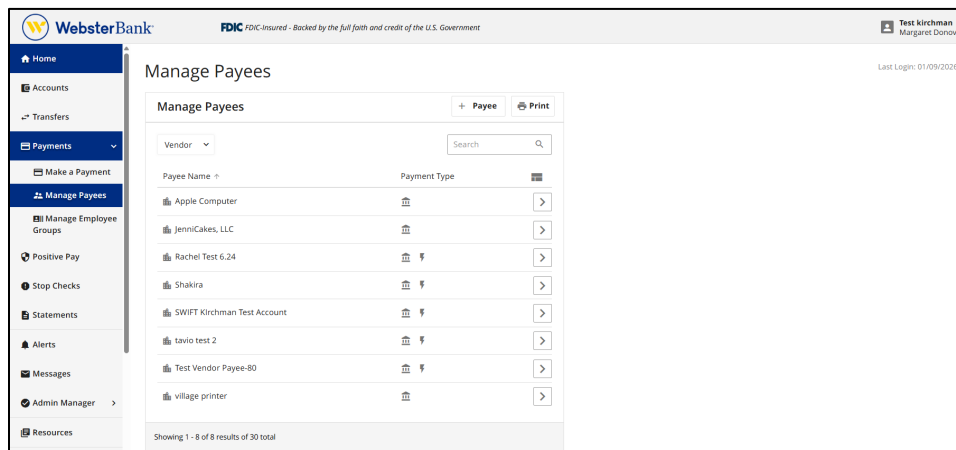
This feature allows you to submit an ACH Batch from a pre-defined template. All of the information from the template will be carried into the ACH Batch.

- From the main menu, select **Payments > ACH Payments > New ACH Batch**.

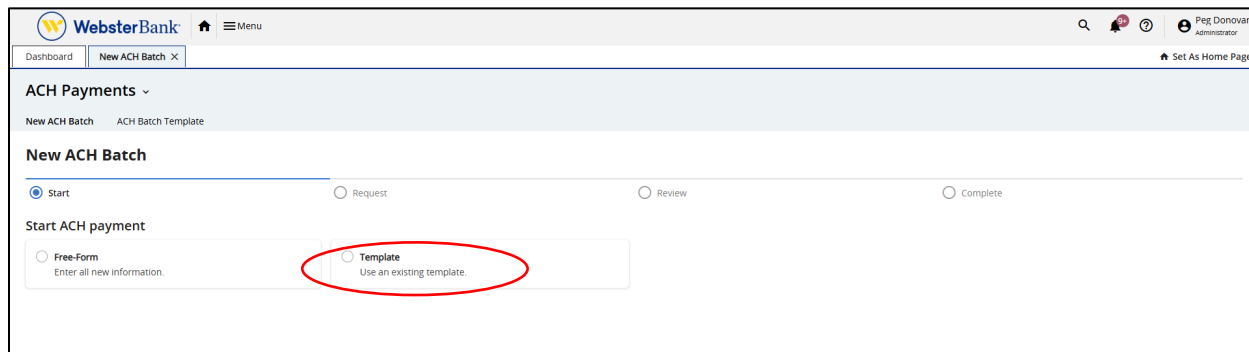


- The **New ACH Batch** screen will be displayed.

Old:



New:



- As the user works through setting up the ACH batch the progress bar will display.
- Select **Template**.

5. A list of templates will be displayed.

Old:

The screenshot shows the 'Manage Payees' page in the old WebsterBank interface. On the left is a vertical navigation menu with options: Home, Accounts, Transfers, Payments (selected), Make a Payment, Manage Payees, Manage Employee Groups, Positive Pay, Stop Checks, Statements, Alerts, Messages, Admin Manager, and Resources. The main content area is titled 'Manage Payees' and includes a '+ Payee' button and a 'Print' button. Below these is a search bar and a table of payees. The table has columns for 'Vendor', 'Payee Name', and 'Payment Type'. Two payees are listed: 'Apple Computer' and 'JenniCakes, LLC'. At the bottom, it says 'Showing 1 - 8 of 8 results of 30 total'.

New:

The screenshot shows the 'New ACH Batch' page in the new WebsterBank interface. The top navigation bar includes the WebsterBank logo, a home icon, a menu icon, and user information for 'Peg Donovan, Administrator'. Below the navigation bar is a breadcrumb trail: 'Dashboard > New ACH Batch'. The main heading is 'ACH Payments' with a dropdown arrow. Underneath, there are links for 'New ACH Batch' and 'ACH Batch Template'. The 'New ACH Batch' section has four radio buttons: 'Start' (selected), 'Request', 'Review', and 'Complete'. Below this, the 'Start ACH payment' section has two options: 'Free-Form' (with the subtext 'Enter all new information.') and 'Template' (with the subtext 'Use an existing template.'). The 'Template' option is selected. Below this is a 'Select Template' section with a search bar and a table of templates. The table has columns: 'Template Name', 'Batch Type', 'ACH Company', 'Last Used', and 'Last Modified'. Two templates are listed: 'Test Recurring' and 'Testing 1'. At the bottom right of the table area is a button that says 'Showing 2 Templates'. A 'Next' button is located at the bottom right of the page.

6. Select the appropriate template.

7. The **Template ACH Batch** screen will be displayed.

8. Enter the following fields:

- Company Discretionary Data
- Optional: Exclude \$0.00/empty items during batch submission

9. Edit any of the following fields is available:

- The user may exclude a payee by clicking on the checkbox in front of their name
- The user may edit any payee information by clicking on the **pencil** icon next to their name
- If the payee has more than one **Account** the user may use the drop-down menu to select a different account
- The user may change the **Amount**
- The user may add **Addenda** or **Remittance** information

10. Under **Select Payees** the user may add additional payees to this batch.

11. Under the **Recurring Options** heading the user may set up the batch as a recurring.

— Select the Recurring Option button

- Enter the recurring option information

12. Under the **Notification Option** heading select the **Notify Me** button.

Notification Options
🔔 Notify Me

Notify by email only
 Pending Actions , System Events , Complete - Unsuccessful , Complete - Successful , Early Action Taken , Early Action Removed , Expired

13. The user may select their notification preferences.

Notification Options
 ×

Delivery Settings

Status Type	Mode of Notification	Format Preference
Pending Actions	Email	HTML
System Events	Email	HTML
Complete - Unsuccessful	Email	HTML
Complete - Successful	Email	HTML
Early Action Taken	Email	HTML
Early Action Removed	Email	HTML
Expired	Email	HTML

14. Scroll to the bottom of the page and select **Request Batch**.

15. Review the information then scroll to the bottom of the page and select **Confirm**.

WebsterBank
Menu
Search
🔔
🕒
Peg Donovan Administrator

Dashboard
 New ACH Batch
 ×

ACH Payments

New ACH Batch
 ACH Batch Template

Testing 1 ACH Batch

Start
Request
Review
Complete

Due to the amount entered, this transaction will require 1 approval(s).

ACH Batch Details

ACH Company TEST (7112233455)	Batch Type Individual (PPD) - Credit Only	Payment Date 09/15/2025
Company Entry Description Test	Template Name Testing 1	
Total Credits \$6.00 (4)		

Payees
Q Search

Payee	Account	ABA	Addenda	Amount	Remittance
Test1 (Test1)	*3456 (DDA)	011000138	..	\$1.00	..
Tester Name (123456)	*3456 (DDA)	011000028	..	\$2.00	..

Cancel
Edit
Confirm

16. Depending on user entitlements you may be prompted for your PIN or Password. Select **Generate**.

Please Reverify
 ×

Please enter your PIN *

Generate

17. Enter your **passcode**.

Please Reverify

Please enter your PIN *

.....

Generate

Please enter your one time passcode

Cancel

Submit

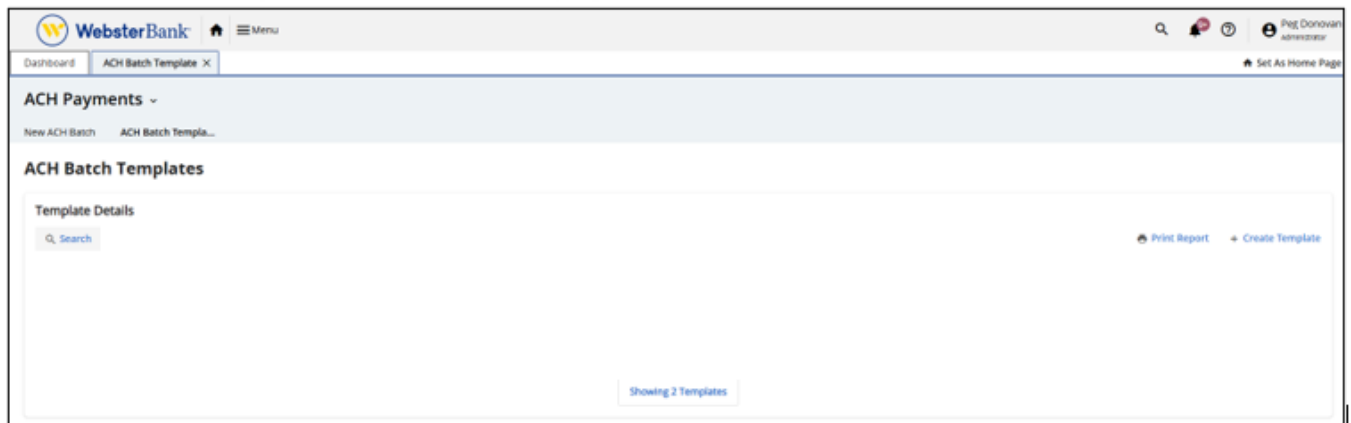
18. Select **Submit**.

ACH BATCH TEMPLATE

- From the main menu, select **Payments > ACH Payments > ACH Batch Template**.

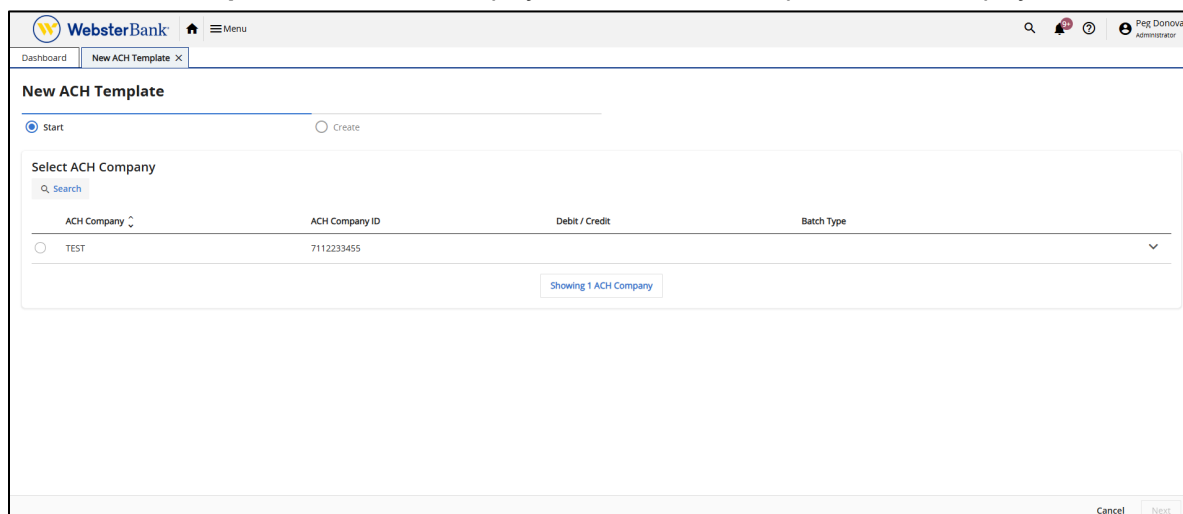
Dashboard		Payment Activity	>	New ACH Batch
Account Information	>	Account Transfer		ACH Batch Template
Stop Payments	>	ACH Payments	>	
Payments	>	Wire Transfers	>	

- The **ACH Batch Templates** screen will be displayed.



Create Template

- Select **+Create Template**.
- The **New ACH Template** screen will be displayed. A list of ACH companies will be displayed.



- Select an **ACH Company**.

4. Select if the ACH Template will be **Credit Only** or **Debit Only**.

New ACH Template

☒ Start ☐ Create

Select ACH Company

Q Search

ACH Company	ACH Company ID	Debit / Credit	Batch Type
TEST	7112233455	☐ Mixed Debit and Credit ☐ Debit Only ☒ Credit Only	

Showing 1 ACH Company

5. Select a **Batch Type**, **Business** or **Individual**.

New ACH Template

☒ Start ☐ Create

Select ACH Company

Q Search

ACH Company	ACH Company ID	Debit / Credit	Batch Type
TEST	7112233455	☐ Mixed Debit and Credit ☐ Debit Only ☒ Credit Only	☐ Business ☒ Individual

Showing 1 ACH Company

6. Select an SEC Code from the drop-down menu.

Example: PPD to pay a person, CCD to pay company.

New ACH Template

☒ Start ☐ Create

Select ACH Company

Q Search

ACH Company	ACH Company ID	Debit / Credit	Batch Type
TEST	7112233455	☐ Mixed Debit and Credit ☐ Debit Only ☒ Credit Only	☐ Business ☒ Individual

Showing 1 ACH Company

Individual *
Select
Payroll (PPD)
Individual (PPD)
Customer Initiated Entry (CIE)

7. Select **Next** at the bottom of the screen.

8. The **ACH Batch Details** screen will be displayed.

New ACH Template

Start ● Create ●

ACH Batch Details

ACH Company: TEST (7112233455) | Batch Type: Individual (PPD) - Credit Only | Template Name:

Total Credits: \$0.00 (0) | Total Debits: \$0.00 (0)

Company Entry Description: | Company Discretionary Data: ☐ Confidential

Select Payees

Payee	Account	Amount	Addenda	Payee End Date
Search Payee				mm/dd/yyyy
Search Payee				mm/dd/yyyy
Search Payee				mm/dd/yyyy
Search Payee				mm/dd/yyyy
Search Payee				mm/dd/yyyy

Cancel Create Template

9. Enter the required fields:

- Template Name
- Company Entry Description
- Select payees
- Account will auto-fill once payee is selected
- Amount field is optional
- Addenda field is optional
- Payee End Date is optional

10. Select **Create Template**.

11. A confirmation message will be displayed.

ACH Payments ▾

New ACH Batch ACH Batch Templa...

ACH Batch Templates

Alerts 2

✓ ACH Batch Template Testing 1 has been successfully created.

Edit

1. Select **Edit** next to the appropriate template.

WebsterBank

Dashboard | ACH Batch Template X

ACH Payments ▾

New ACH Batch | ACH Batch Templa...

ACH Batch Templates

✓ Your draft that was saved on Sep 12, 2025 1:50:35 PM EDT has been successfully removed.

Template Details

Search

Print Report + Create Template

Template Name	Batch Type	ACH Company	Status	Last Used	Last Modified
Test Recurring	Business (CCD)	TEST (7112233455)	Active	09/12/2025	Sep 8, 2025 11:06 AM EDT by FDLTEST / peg
Testing 1	Individual (PPD)	TEST (7112233455)	Active	09/12/2025	Aug 20, 2025 2:22 PM EDT by FDLTEST / peg

Showing 2 Templates

2. The **ACH Batch Template** screen will be displayed. Make the necessary edits.

WebsterBank

Dashboard | ACH Batch Template | Edit Testing 1 X

Edit Testing 1

Start | Create

ACH Batch Details

ACH Company: TEST (7112233455)

Batch Type: Individual (PPD) - Credit Only

Template Name: Testing 1

Total Credits: \$3.00 (2)

Total Debits: \$0.00 (0)

Company Entry Description: Test

Company Discretionary Data: ☐ Confidential

Search

Added Payees

Payee *	Account *	Amount	Addenda	Payee End Date
Test1 (Test1)	*3456 (DDA)	\$ 1.00		mm/dd/yyyy
Tester Name (123456)	*3456 (DDA)	\$ 2.00		mm/dd/yyyy

1 - 2 of 2 Payees

Select Payees

10 Add Rows Create New Payee

Cancel Save Template

3. Select **Save Template**.
4. A confirmation message will be displayed.

WebsterBank

Dashboard | ACH Batch Template X

ACH Payments ▾

New ACH Batch | ACH Batch Templa...

ACH Batch Templates

Alerts 2

✓ ACH Batch Template Testing 1 has been updated successfully.

Wire Transfer

The Wire Transfer module within the New UI will allow you to send Domestic and US Dollar International Wire Transfers. Wire Transfer information can be entered via Free Form method, Template or from a list of Payees. You will also have the option to be able to future date Wire Transfers.

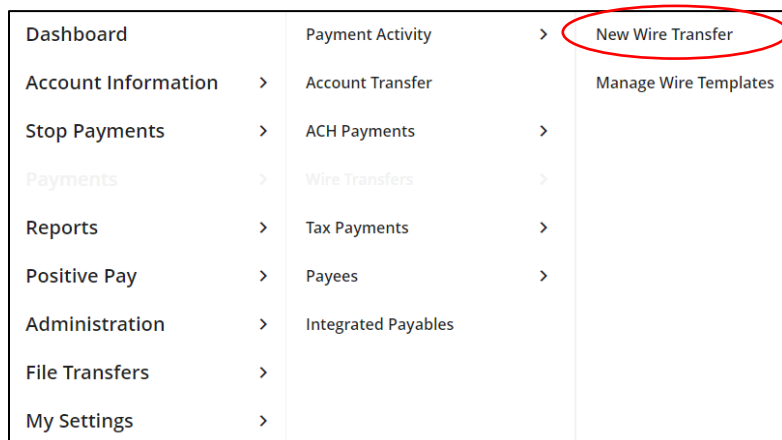
Note: All existing Payees will be carried over from the previous e-Treasury Business Banking platform.

Note: The New UI offers the ability to create Foreign Currency (FX) Wire Transfers. Please contact your Webster Bank Representative for more information on FX Wire Transfers.

NEW WIRE TRANSFER

Free Form

- From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.



- The **New Wire Transfer** screen will be displayed.

Old:

Make Payment

Speed Create Review Complete

Same Day Wire Payment

Required Field

Payee: alexandro jones

From Account: Make a Selection

Amount: \$

Payment Date: 01/09/2026

Memo:

This is a one-time payment. Repeat Payment

Cancel Review

Recent Payments

Payment Date	Payee	Amount
01/12/2026	abc1	\$10.00
01/09/2026	abc1	\$10.00
01/08/2026	abc1	\$10.00
01/07/2026	abc1	\$10.00
01/06/2026	abc1	\$10.00
01/05/2026	abc1	\$10.00
01/02/2026	abc1	\$10.00
01/01/2026	abc1	\$10.00
12/31/2025	abc1	\$10.00
12/30/2025	abc1	\$10.00

Showing 1 - 10 of 476 results

New:

3. Select **Free Form**.
4. Select **Next**.
5. The **Wire Transfer** screen will be displayed.

6. Complete the following fields:
 - **Debit Account** – use the magnify glass to select the appropriate account
 - **Amount**
 - **Payment Date** – will automatically populate with the current days date
 - **Payment Currency** – use the magnify glass to select the appropriate currency
 - The **By Order of Information** is optional
 - **Beneficiary Name**
 - **Beneficiary Bank ID Type** - use the drop-down menu to select the appropriate type
 - **Beneficiary Bank ID** – receiving bank ABA or SWIFT
 - **Beneficiary Bank Country** - use the drop-down menu to select the appropriate country
 - **Address 1, 2 and 3** – enter the beneficiary's address

- **International Routing Number** – enter a SWIFT/BIC code (if applicable)
- **International Bank checkbox** – automatically select when SWIFT is selected
- Under **Bank Information** use the **Bank Lookup** option to automatically populate the required fields. This will ensure the correct routing information is captured.
- Select the **Beneficiary Bank Country from the drop-down menu**
- The **Additional Bank Information** is optional, used when an intermediary bank is required
- The **Additional Reference Information for Beneficiary** is optional

7. Under the **Notification Options** section select **Notify Me** to set up notifications.

Notification Options [Notify Me](#)

Notify by email only

Pending Actions , Pending Release , System Events , Complete - Unsuccessful , Complete - Successful , Early Action Taken , Early Action Removed , Expired

8. The user may select **Save as Payee** to set up this Wire Transfer payee and/or Save as a Repetitive Template.

Save Information

☐ Save as Payee ☐ Save as Repetitive Template

9. Scroll to the bottom of the page and select **Request Transfer**.

10. Review the Wire Transfer information and select **Confirm** in the lower right-hand corner.

WebsterBank [Menu](#) [Search](#) [Help](#) [Logout](#) Peg Donovan Administrator [Set As Home Page](#)

Dashboard [New Wire Transfer](#) [Manage Wire Tem...](#)

Wire Transfers [New Wire Transfer](#) [Manage Wire Tem...](#)

Wire Transfer

☒ Start ☒ **Request** ☐ Review ☐ Complete

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

Origination Information

Originator Name * Originator Address *

Debit Account * Payment Date *

Amount * Payment Currency *

☐ Drawdown

Beneficiary Information

Payee Information

[Cancel](#) [Request Transfer](#)

Note: To Cancel or Edit the Wire Transfer, scroll to the bottom of the screen.

11. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify [Close](#)

Please enter your PIN *

[Generate](#)

12. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Generate

Please enter your one time passcode

Cancel

Submit

13. Select **Submit**.

14. A confirmation screen will be displayed.

WebsterBank

Menu

Dashboard

New Wire Transfer

Peg Donovan Administrator

Set As Home Page

Wire Transfers

New Wire Transfer

Manage Wire Tem...

Wire Transfer

Start

Request

Review

Complete

Alerts 2

Your transfer request reference number is DWR-00438214.

Request has been accepted as of Sep 15, 2025 09:41 AM EDT.

Origination Information

Originator Information

FDL Testing Company

1 Main St., US

Debit Account

*4253 - CHECKING (Test 1) - Sterling National Bank (221970443)

Payment Date

09/15/2025

Payment Amount and Currency

1.00 - USD

Drawdown

No

Transaction Number

DWR-00438214

Beneficiary Information

Payee Information

Name

Test

Beneficiary ID Type

Account Number

Beneficiary ID

*3456

Beneficiary Country

US - United States

Contact Name

--

Phone Number

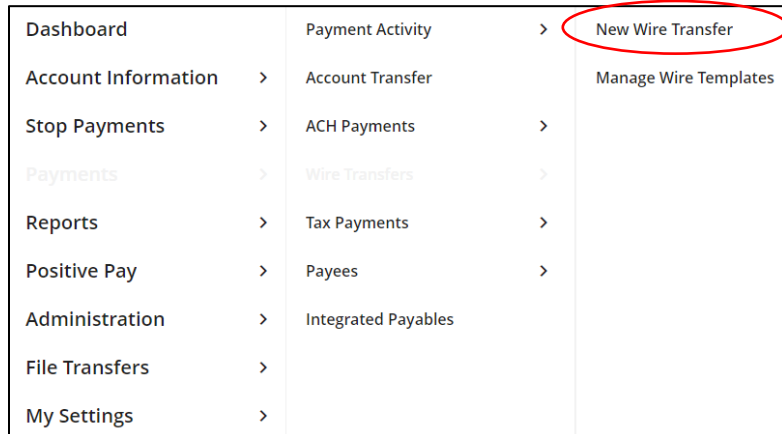
--

Print

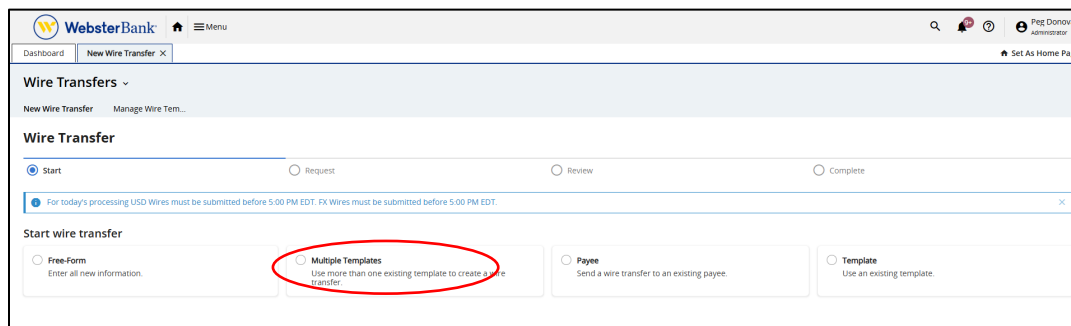
Return to Wires

Multiple Templates

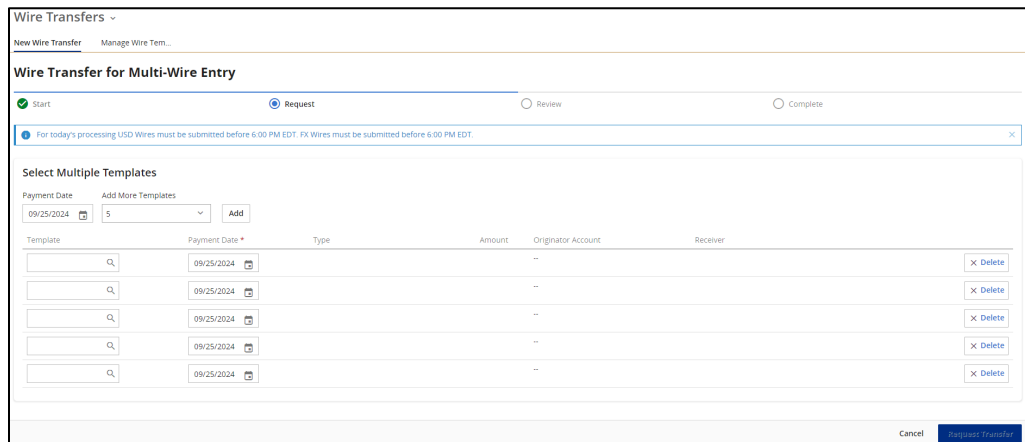
- From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.



- The **New Wire Transfer** screen will be displayed.



- Select **Multiple Templates**.
- Select **Next**.
- The **Wire Transfer for Multi-Wire Entry** will be displayed.



- Use the calendar icon to select the **Payment Date** if all Wire Transfers will have the same payment date.
- If more than 5 wires will be created use the **Add More Template** drop-down to add more Wire Transfer lines.
- Use the magnify glass on each line to select a Wire Transfer template.
- Use the calendar icon to select the **Payment Date** if Wire Transfer payment date will be different.

10. The **Type**, **Amount**, **Originator Account** and **Receiver** fields will automatically populate based on the information in the template. Select **View** to review full template details.

Note: Select Delete to remove the Wire Transfer.

11. Under the **Notification Options** section select **Notify Me** to set up notifications.

Notification Options

Notify by email only
Pending Actions , Pending Release , System Events , Complete - Unsuccessful , Complete - Successful , Early Action Taken , Early Action Removed , Expired

12. Scroll to the bottom of the screen and select **Request Transfer**.

13. Review the Wire Transfer information and select **Confirm** in the lower right-hand corner.

Note: To Cancel or Edit the Wire Transfer, scroll to the bottom of the screen.

14. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify

Please enter your PIN *

15. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Please enter your one time passcode

- 16. Select **Submit**.
- 17. A confirmation screen will be displayed.

WebsterBank

Menu

Dashboard

New Wire Transfer X

Search

2

Help

Peg Donovan

Administrator

Set As Home Page

Wire Transfers

New Wire Transfer Manage Wire Tem...

Wire Transfer

Start

Request

Review

Complete

Alerts 2

Due to the amounts entered, some wires require approval.

Your transaction has been accepted. Request has been accepted as of Sep 15, 2025 09:43 AM EDT.

Select Multiple Templates

Total Debit Amount

USD 2.00

Totals By Payment Date

09/15/2025 - USD 2.00

Template	Payment Date	Type	Originator Account	Receiver	Amount	Transaction ID
Testing 2	09/15/2025	R	*8480 - CHECKING (Test 2)	*9875 - Tester 2	\$2.00	DWR-00438215
Total						USD 2.00

This payment amount requires 1 approval(s).

View

Notification Options

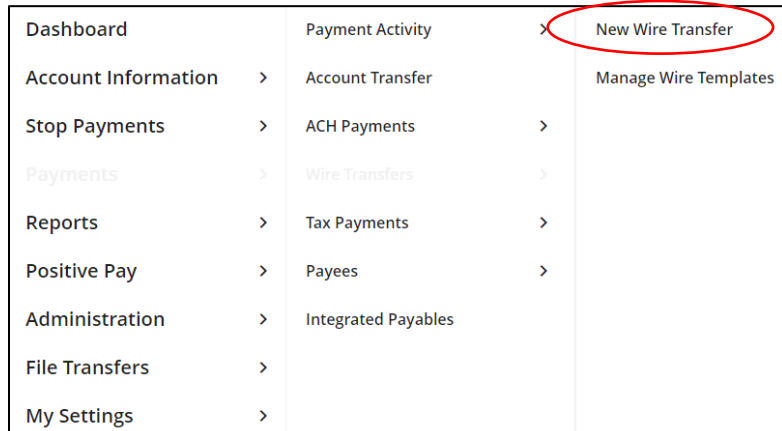
None Selected

Print

Return to Wires

Payees – Create Wire Transfer

- From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.



- The **New Wire Transfer** screen will be displayed.

A screenshot of the 'New Wire Transfer' screen. At the top, there's a header with the WebsterBank logo and a 'Menu' button. Below the header, there's a 'Wire Transfers' section with a dropdown arrow. Underneath, there are links for 'New Wire Transfer' and 'Manage Wire Tem...'. The main section is titled 'Wire Transfer' and has four radio buttons: 'Start' (selected), 'Request', 'Review', and 'Complete'. Below this, there's a blue notification bar stating: 'For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.' Under the 'Start wire transfer' section, there are four radio buttons: 'Free-Form' (with subtext 'Enter all new information.'), 'Multiple Templates' (with subtext 'Use more than one existing template to create a wire transfer.'), 'Payee' (circled in red, with subtext 'Send a wire transfer to an existing payee.'), and 'Template' (with subtext 'Use an existing template.').

- Select **Payees**.
- A list of payees will be displayed.

A screenshot of the 'New Wire Transfer' screen, showing the 'Payee' selection step. The 'Payee' radio button is now selected. Below the 'Start wire transfer' section, there's a 'Select Payee' section with a search bar. Below the search bar is a table with the following columns: Payee ID, Payee Name, Account, Payee Type, and Email Address. The table contains three rows:

Payee ID	Payee Name	Account	Payee Type	Email Address
Test1	Test1	123456	INDIVIDUAL	
Test2	Test2	123456	BUSINESS	
123456	Tester Name	123456	INDIVIDUAL	

 The first row is selected. At the bottom right of the table, it says 'Showing 3 Payees'. There is a 'Next' button at the bottom right of the screen.

- Select the radio button in front of the appropriate payee.

6. Select **Next**.
7. The **Wire Transfer** screen will be displayed.

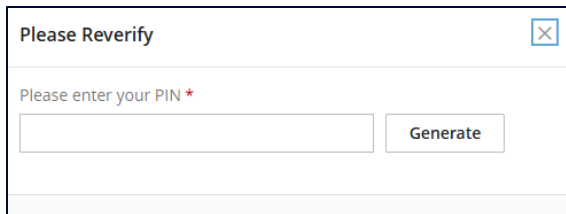
The screenshot shows the WebsterBank 'Wire Transfer' screen. The 'Request' step is active, indicated by a blue dot. A notification bar at the top states: 'For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.' The 'Origination Information' section includes a pencil icon for editing, a 'Debit Account' dropdown, a 'Payment Date' calendar icon, an 'Amount' field, and a 'Payment Currency' dropdown. The 'Beneficiary Information' section includes a 'Payee Information' table with fields for Name, Beneficiary ID Type, and Beneficiary ID. The 'Request Transfer' button is visible at the bottom right.

8. The **Origination Information** field may be edited by selecting the pencil icon.
9. Select the **Debit Account** box and a list of account numbers will be displayed.
10. Use the calendar icon to select the **Payment Date**.
11. Enter the **Amount**.
12. Select the **Payment Currency** box and a list of currencies will be displayed.
13. The **By Order of Information** fields are optional.
14. The **Additional Reference Information for Beneficiary** fields are optional.
15. Select **Request Transfer**.
16. Review the information.

The screenshot shows the WebsterBank 'Wire Transfer' screen in the 'Review' step, indicated by a blue dot. A notification bar at the top states: 'This payment amount requires 1 approval(s)'. The 'Origination Information' section is now populated with data: Originator Information (FDL Testing Company, 1 Main St., US), Debit Account (*4253 - CHECKING (Test 1) - Sterling National Bank (221970443)), Payment Date (09/15/2025), and Payment Amount and Currency (0.03 - USD). The 'Beneficiary Information' section includes a 'Payee Information' table with fields for Name, Beneficiary ID Type, Beneficiary ID, Beneficiary Country, Contact Name, and Phone Number.

17. Select **Confirm**.

18. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

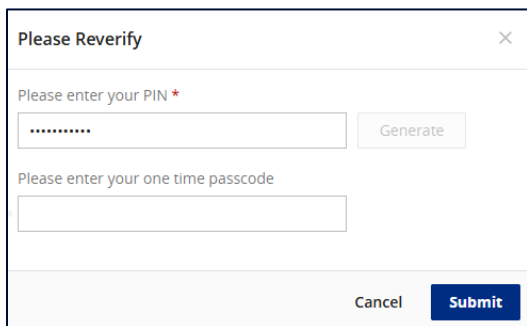


Please Reverify

Please enter your PIN *

Generate

19. Enter your **passcode**.



Please Reverify

Please enter your PIN *

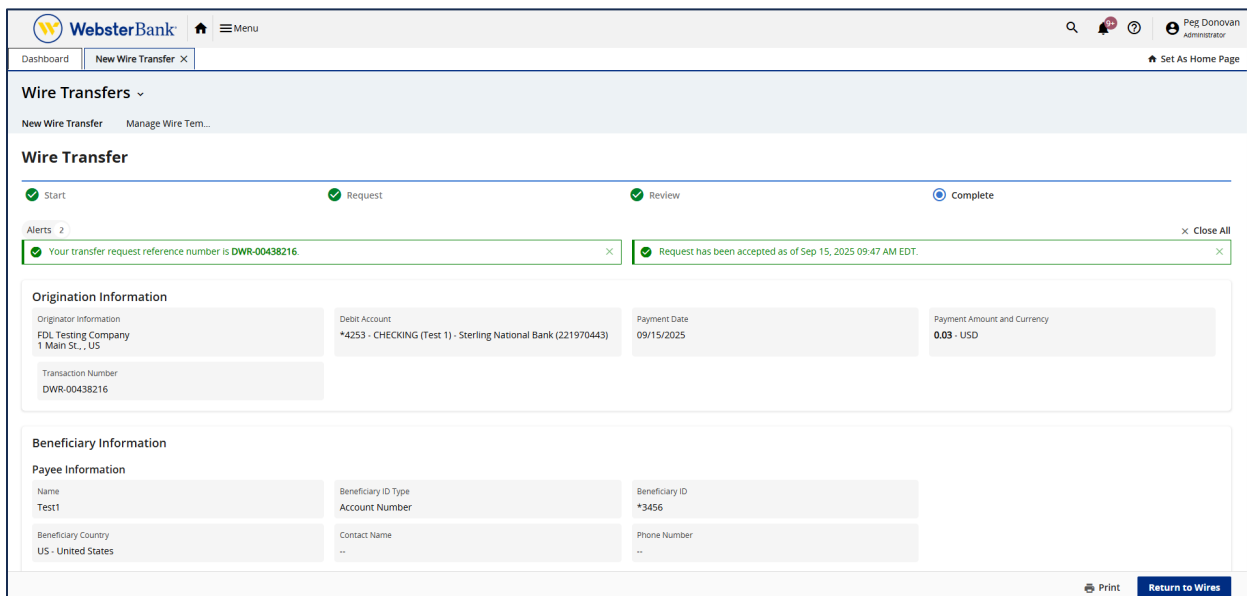
Generate

Please enter your one time passcode

Cancel Submit

20. Select **Submit**.

21. Confirmation messages will be displayed.



WebsterBank

Dashboard New Wire Transfer

Wire Transfers

New Wire Transfer Manage Wire Tem...

Wire Transfer

Start Request Review Complete

Alerts 2

Your transfer request reference number is DWR-00438216.

Request has been accepted as of Sep 15, 2025 09:47 AM EDT.

Origination Information

Originator Information FDL Testing Company 1 Main St., US	Debit Account *4253 - CHECKING (Test 1) - Sterling National Bank (221970443)	Payment Date 09/15/2025	Payment Amount and Currency 0.03 - USD
Transaction Number DWR-00438216			

Beneficiary Information

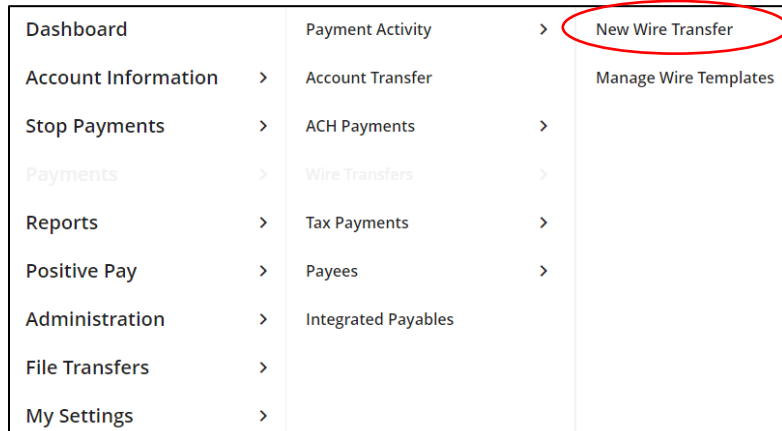
Payee Information Name Test1	Beneficiary ID Type Account Number	Beneficiary ID *3456
Beneficiary Country US - United States	Contact Name --	Phone Number --

Print Return to Wires

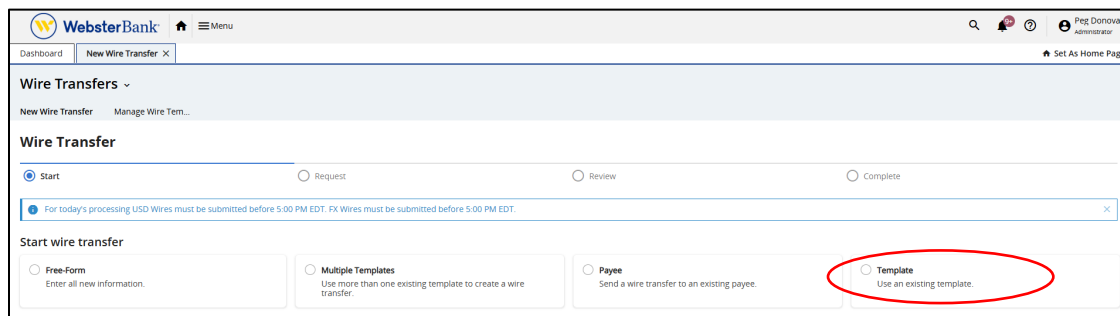
Note: Depending on the user's entitlements additional approval may be needed to submit the Wire Transfer.

Templates

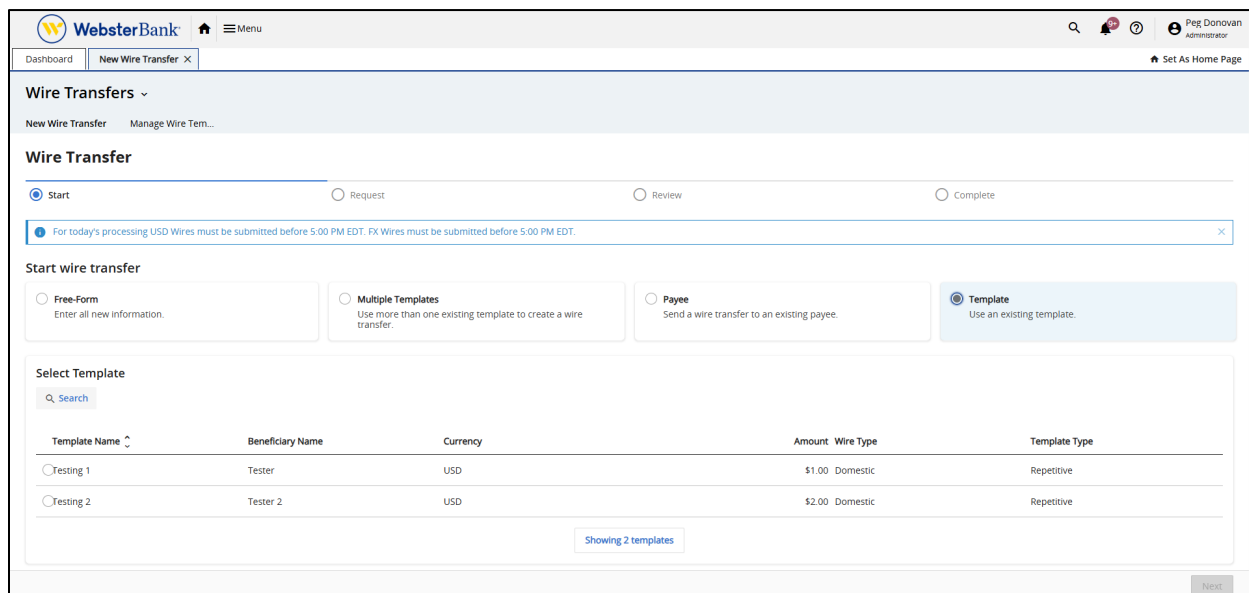
- From the main menu, select **Payments > Wire Transfers > New Wire Transfer**.



- The **New Wire Transfer** screen will be displayed.



- Select **Templates**.
- list of **Wire Templates** will be displayed.



- Select the radio button in front of the appropriate template.
- Select **Next**.

7. The **Wire Transfer: Select Transfer** screen will be displayed.

WebsterBank

Dashboard New Wire Transfer X

Wire Transfers

New Wire Transfer Manage Wire Tem...

Wire Transfer: Select Template

Start Request Review Complete

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

Origination Information

Name FDL Testing Company Address 1 Main St., US Template Name Testing 1

Debit Account *3459 - CHECKING (Commercial Checking) - Sterling National Bank (221970443) - \$0.00 (USD) Payment Date 09/15/2025

Amount USD 1.00 Payment Currency US Dollar (USD)

Beneficiary Information

Payee Information

Name Tester Beneficiary ID Type Account Number Beneficiary ID *3456 Address

Beneficiary Country HC Contact Name Phone Number

Cancel Request Transfer

8. Enter the **Payment Date** using the calendar icon.
9. Review the template information. Scroll to the bottom of the screen and select **Request Transfer**.
10. Review the template information and scroll to the bottom of the screen and select **Confirm**.

WebsterBank

Dashboard New Wire Transfer X

Wire Transfers

New Wire Transfer Manage Wire Tem...

Wire Transfer: Select Template

Start Request Review Complete

Alerts 2

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

1 approval(s) is required because of the amount of the transfer.

Origination Information

Name FDL Testing Company Address 1 Main St., US Template Name Testing 1

Debit Account *3459 - CHECKING (Commercial Checking) - Sterling National Bank (221970443) - \$0.00 (USD) Payment Date 09/16/2025

Payment Amount USD 1.00 Payment Currency US Dollar (USD)

Beneficiary Information

Payee Information

Name Tester Beneficiary ID Type Account Number Beneficiary ID *3456 Address

Cancel Edit Confirm

11. Depending on user entitlements you may be prompted for your PIN or Token Code. Select **Generate**.

Please Reverify

Please enter your PIN *

Generate

12. Enter your **passcode**.

Please Reverify

Please enter your PIN *

Generate

Please enter your one time passcode

Cancel

Submit

13. Select **Submit**.

14. A confirmation screen will be displayed.

WebsterBank

Menu

Dashboard

New Wire Transfer

Set As Home Page

Peg Donovan
Administrator

Wire Transfers

New Wire Transfer

Manage Wire Tem...

Wire Transfer: Select Template

Start

Request

Review

Complete

Alerts: 3

For today's processing USD Wires must be submitted before 5:00 PM EDT. ...

Your future transfer request is DWR-00438217.

Request has been accepted as of Sep 15, 2025 09:58 AM EDT.

Close All

Origination Information

Name

FDL Testing Company

Address

1 Main St., US

Template Name

Testing 1

Debit Account

*3459 - CHECKING (Commercial Checking) - Sterling National Bank (221970443)

Payment Date

09/16/2025

Payment Amount

USD 1.00

Payment Currency

US Dollar (USD)

Transaction Number

DWR-00438217

Beneficiary Information

Payee Information

Name

Tester

Beneficiary ID Type

Account Number

Beneficiary ID

*3456

Address

...

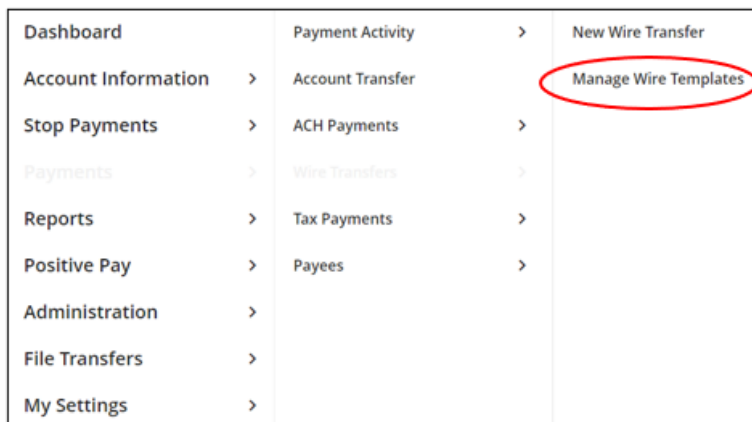
Print

Return to Wires

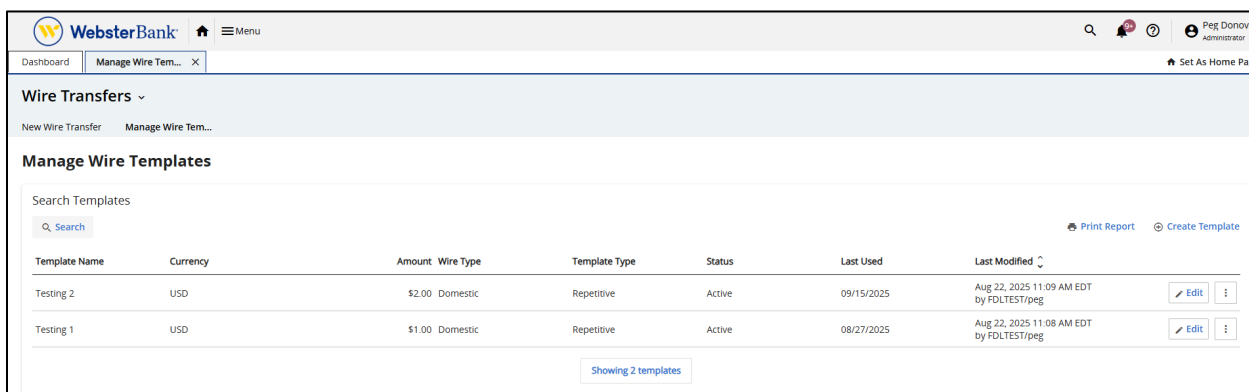
MANAGE WIRE TEMPLATES

Edit

- From the main menu, select **Payments > Wire Transfers > Manage Wire Templates**.



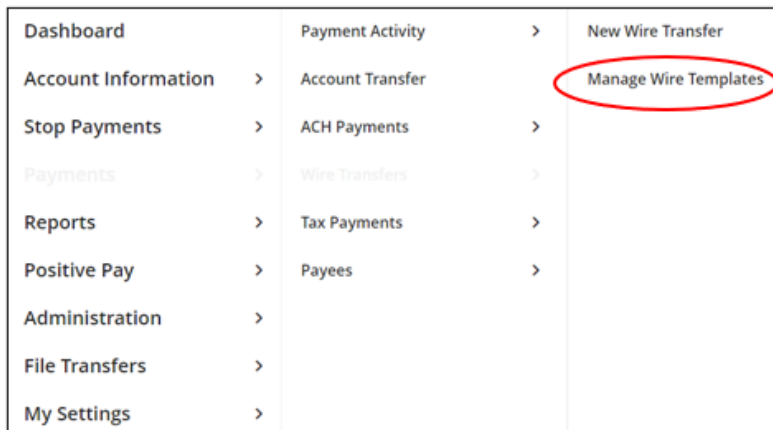
- The **Manage Wire Templates** screen will be displayed.



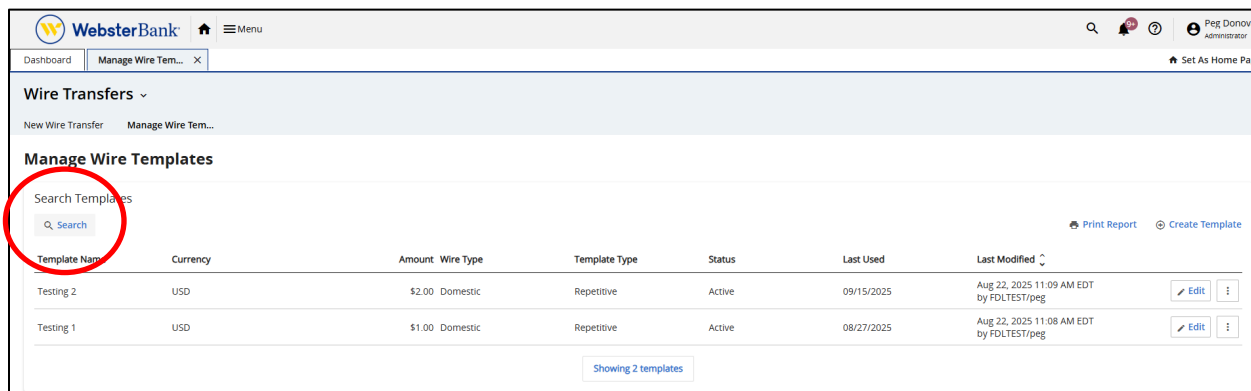
- A list of templates will be displayed.
Note: There are various Status that may be displayed.
Active – Wire template can be/has been initiated
Expired – The template is a Wire Transfer that was not approved before the end of day cut off.
Disabled – Prevents users from using a template that shouldn't be used often
- Select the **Edit** button on the far right-hand side to edit the Wire Transfer instructions.
- The following fields may be edited:
 - Template Name
 - Debit Account
 - Amount
 - The Originator Information – select the pencil icon to edit
 - By order of information
 - Additional Reference Information for Beneficiary
- Scroll to the bottom and select **Save Template**.

Search

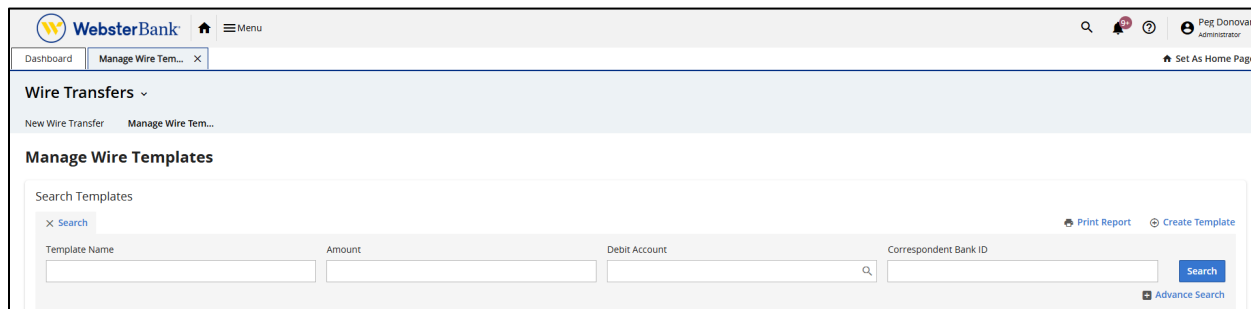
- From the main menu, select **Payments > Wire Transfers > Manage Wire Templates**.



- The **Manage Wire Templates** screen will be displayed.



- A list of templates will be displayed.
- Select the **Search** in the middle of the left-hand side of the page.
- The **Search Templates** criteria fields will be displayed.



6. The user may search on the following fields:

- Template Name
- Amount
- Debit Account
- Correspondent Bank ID
- Status

Note: The user may also select *Advanced Search* under the *Search* button.

This will allow the user to search by:

Beneficiary Bank

Beneficiary Bank ID

Beneficiary Name

Beneficiary ID

7. Select Search.

Create Template

- From the main menu, select **Payments > Wire Transfers > Manage Wire Templates**.

Dashboard	Payment Activity	New Wire Transfer
Account Information	Account Transfer	Manage Wire Templates
Stop Payments	ACH Payments	
Payments	Wire Transfers	
Reports	Tax Payments	
Positive Pay	Payees	
Administration		
File Transfers		
My Settings		

- The **Manage Wire Templates** screen will be displayed.

WebsterBank							
Dashboard Manage Wire Tem... X							
Wire Transfers							
New Wire Transfer Manage Wire Tem...							
Manage Wire Templates							
Search Templates							
Q Search							
Print Report Create Template							
Template Name	Currency	Amount	Wire Type	Template Type	Status	Last Used	Last Modified
Testing 2	USD	\$2.00	Domestic	Repetitive	Active	09/15/2025	Aug 22, 2025 11:09 AM EDT by FDLTEST/peg
Testing 1	USD	\$1.00	Domestic	Repetitive	Active	08/27/2025	Aug 22, 2025 11:08 AM EDT by FDLTEST/peg
Showing 2 templates							

- On the far right-hand side of the screen select **Create Template**.

- The **New Wire Template** screen will be displayed.

WebsterBank							
Dashboard Manage Wire Tem... New Wire Template X							
New Wire Template							
☒ Start ☐ Create							
Start Wire Template							
☐ Free-Form Template Create new set of stored wire transfer instructions.							
☐ Select Payee Create new set of stored wire transfer instructions for an existing payee.							

Free Form

1. Select the **Free-Form Template** radio button.

2. Select **Next**.
3. The **New Wire Template** screen will be displayed.

4. Enter the following fields:
 - Select **Repetitive** or **Semi-Repetitive**
***Note:** Repetitive only lets the user adjust the dollar amount when creating a Wire Transfer. Semi Repetitive allows the user to adjust additional fields when creating a Wire Transfer.*
 - **Template Name**
 - Use the pencil icon to edit any information under **Originator Information**
 - **Debit Account**
 - **Amount**
 - **Payment Currency**
 - **By Order of Information** is optional
 - Under **Beneficiary Information** complete the following fields:
 - **Payee Name**
 - **Beneficiary ID Type** – use the drop-down menu to select the appropriate type

- **Beneficiary ID**
 - **Address** - lines 1 and 2 required, 3 is optional
 - **Beneficiary Country** – use the drop-down menu to select the appropriate country
 - **Contact Name** and **Phone number** are optional
 - Under **Bank Information** complete the following fields:
 - Use the **Bank Lookup** button to select the appropriate bank which will auto-populate the required fields
 - **Beneficiary Bank Country** – use the drop-down menu to select the appropriate country
 - **International Routing Number** – enter a SWIFT/BIC code (if applicable)
 - Fields under **Additional Bank Information** are optional
 - Field under **Additional Reference Information for Beneficiary** are optional
5. Scroll to the bottom of the screen and select **Create Template**.

Select Payee

1. Select the **Select Payee** radio button to create a new set of stored instructions for an existing payee.

The screenshot shows the 'New Wire Template' page with the 'Start' tab selected. Under 'Start Wire Template', there are two radio buttons: 'Free-Form Template' and 'Select Payee'. The 'Select Payee' option is circled in red. Below the 'Select Payee' button, it says 'Create new set of stored wire transfer instructions for an existing payee.'

2. A list of Wire Transfer payees will be displayed.

The screenshot shows the 'New Wire Template' page with the 'Select Payee' tab selected. Below the tab, there is a search bar and a table of payees. The table has columns for Payee ID, Payee Name, Account, Payee Type, and Email Address. Three payees are listed: Test1, Test2, and 123456. The 'Select Payee' radio button is also selected.

	Payee ID	Payee Name	Account	Payee Type	Email Address
☐	Test1	Test1	123456	INDIVIDUAL	
☐	Test2	Test2	123456	BUSINESS	
☐	123456	Tester Name	123456	INDIVIDUAL	

Showing 3 Payees

3. Select the radio button in front of the appropriate payee.
4. Select **Next**.

5. The **New Wire Template** will be displayed.

New Wire Template

Start Create

Template Settings

☒ Repetitive ☐ Semi-Repetitive

Template Name *

Origination Information

Originator Information
FDL Testing Company
US

Debit Account *

Amount *

Payment Currency *

☐ Drawdown

Beneficiary Information

Payee Information

Name
Test1

Beneficiary ID Type
Account Number

Beneficiary ID
*3456

Contact Name
Phone Number

Cancel Create Template

6. The user may edit any of the following fields:

- Select **Repetitive** or **Semi-Repetitive**
Note: Repetitive only lets the user adjust the dollar amount when creating a Wire Transfer. Semi Repetitive allows the user to adjust additional fields when creating a Wire Transfer.
- Enter a **Template Name**
- Use the pencil icon to edit any information under **Originator Information**
- **Debit Account**
- **Amount**
- **Payment Currency**
- **By Order of Information** is optional
- Field under **Additional Reference Information for Beneficiary** are optional

7. Scroll to the bottom of the page and select **Create Template**.

8. A new template will be added to the **Manage Template** screen.

Wire Transfers

New Wire Transfer Manage Wire Tem...

Manage Wire Templates

Search Templates

Q Search

Print Report Create Template

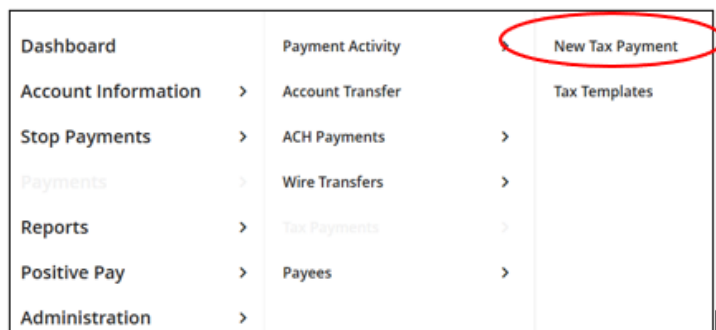
Template Name	Currency	Amount	Wire Type	Template Type	Status	Last Used	Last Modified
Testing 2	USD	\$2.00	Domestic	Repetitive	Active	09/15/2025	Aug 22, 2025 11:09 AM EDT by FDLTEST/peg
Testing 1	USD	\$1.00	Domestic	Repetitive	Active	08/27/2025	Aug 22, 2025 11:08 AM EDT by FDLTEST/peg

Showing 2 templates

Tax Payments

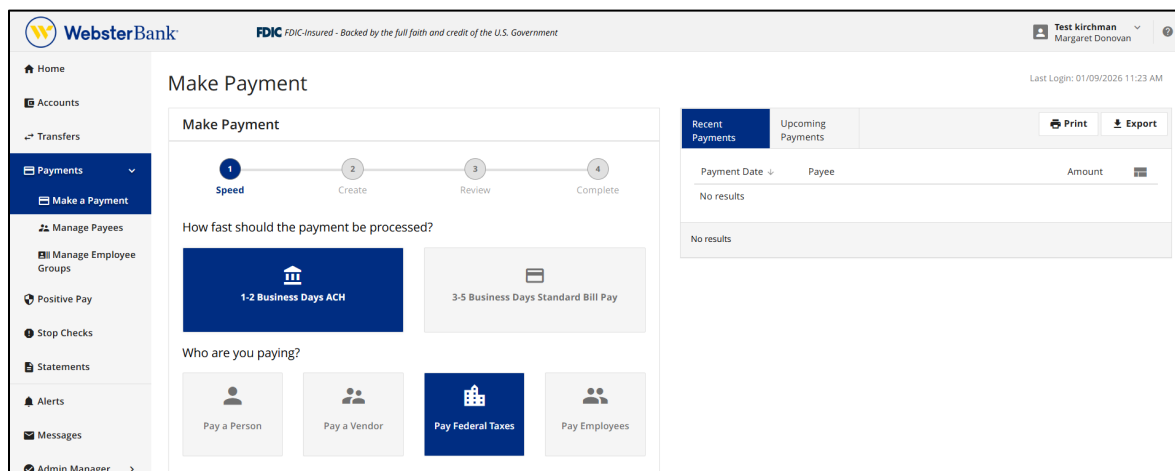
FREE FORM

- From the main menu, select **Payments > Tax Payments > New Tax Payment**.

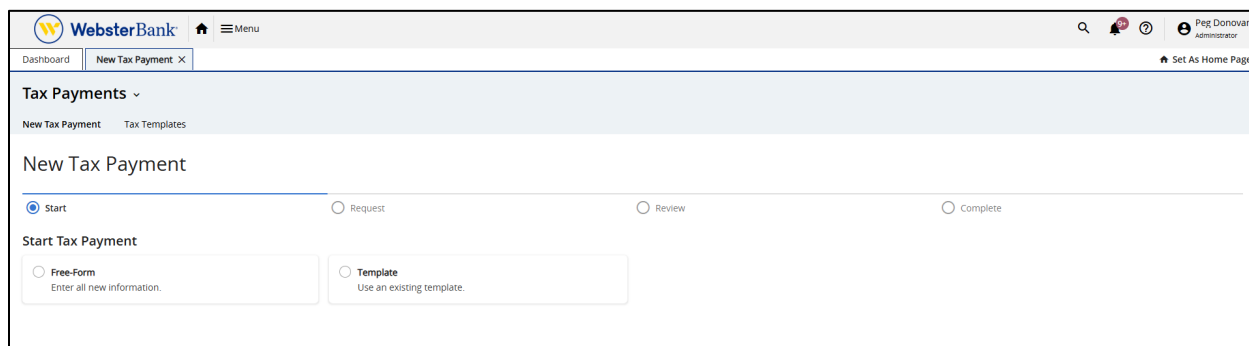


- The **Manage Wire Templates** screen will be displayed.

Old:



New:



- Select the **Free Form** radio button.

4. A list of ACH companies will be displayed.

WebsterBank

Dashboard New Tax Payment X

Tax Payments

New Tax Payment Tax Templates

New Tax Payment

Start Request Review Complete

Start Tax Payment

Free-Form Enter all new information. Template Use an existing template.

Select ACH Company

Search

ACH Company ACH Company ID

TEST 7112233455

Showing 1 ACH Company

Next

5. Select the appropriate ACH Company and select **Next**.
6. Enter the **Payment Date** and **Company Entry Description**.

WebsterBank

Dashboard New Tax Payment X

Tax Payments

New Tax Payment Tax Templates

New Tax Payment

The Same Day ACH processing deadline is 2:00 PM EDT. All payments and approvals must be entered by this time in order to qualify for same day processing.

Start Request Review Complete

Tax Payment

ACH Company TEST (7112233455) Batch Type Business Tax Payment (CCD+TXP) - Credit Only

Payment Date * 09/16/2025

Company Entry Description * Company Discretionary Data

Tax Payment Details Add Tax

Notification Options Notify Me

Cancel Request Batch

7. Select **+Add Tax**.

Tax Payment Details Add Tax

8. Use the drop-down menus to select the appropriate **Agency** (State) and **Tax Type**.

Choose a Tax

Division

BAMA ALA INCOME TAX

Agency

Alabama

Tax Type

9. Select **Ok** at the bottom of the screen.

10. Enter the **Date** and **Amount**.

Tax Payment

ACH Company

SWIFT ACH Valid (7112233455)

Batch Type

Business Tax Payment (CCD+TXP) - Credit Only

Payment Date *

08/29/2025

Offset Account *

*7065 - CHECKING (STETUS30 TEST A/C 6) - \$47,298.85 (USD)

Company Entry Description *

Company Discretionary Data

Tax Payment Details

BAMA ALA INCOME TAX

Tax Type Description

Tax ID

Tax Period *

Amounts *

Sub Total

Alabama - Cellular Telecommunications - 2240 Tax Type: 04620	*45678	Date	Tax	\$0.00
Total				\$0.00

Showing 1 Tax Record

Cancel

Request Batch

11. Select **Request Batch**.

12. Review the information and select **Confirm**.

WebsterBank

Menu

Dashboard

New Tax Payment

Peg Donovan

Administrator

Tax Payments

New Tax Payment

Tax Templates

New Tax Payment

Due to the amount entered, this transaction will require 1 approval(s).

Start

Request

Review

Complete

ACH Company

TEST (7112233455)

Batch Type

Business Tax Payment (CCD+TXP) - Credit Only

Payment Date

09/16/2025

Company Entry Description

Test

Total Credits

\$1.75 (1)

Tax Payment Details

TEST

Tax Type Description

Tax ID

Tax Period

Amount

Sub Total

Connecticut - Admissions and Dues Bank ID: 011900445 Account: *3142 Tax Type Description: 20001	*11111	Sep 19, 2025	Tax \$1.75	\$1.75
Total				\$1.75

Cancel

Edit

Confirm

Note: Depending on user entitlements a secondary user may need to approve the batch.

13. Enter your **PIN** or **Token Code** for reverification.

Please Reverify

Please enter your PIN *

14. Enter your **Passcode**.

Please Reverify

Please enter your PIN *

Please enter your one time passcode

15. Select **Submit**.

16. A confirmation screen will be displayed.

WebsterBank
Menu
Dashboard
New Tax Payment
Peg Donovan Administrator
Set As Home Page

Tax Payments
New Tax Payment
Tax Templates

New Tax Payment

Alerts: 2
The transfer request has been saved successfully and will require approval on or before the payment date.
Your transfer request transaction number is : ACH-00438218. Request has been accepted as of Sep 15, 2025 10:24 AM EDT.
Close All

Start
Request
Review
Complete

Transaction Number
ACH-00438218
ACH Company
TEST (7112233455)
Batch Type
Business Tax Payment (CCD+TXP) - Credit Only

Payment Date
09/16/2025

Company Entry Description
Test
Total Credits
\$1.75 (1)

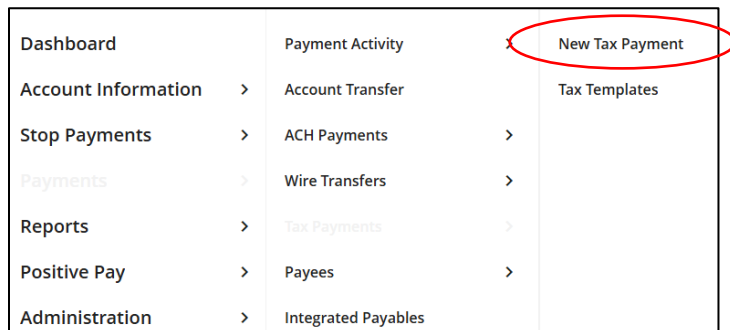
Tax Payment Details
TEST

Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account: *93142 Tax Type Description : 20001	*11111	Sep 19, 2025	Tax \$1.75	\$1.75

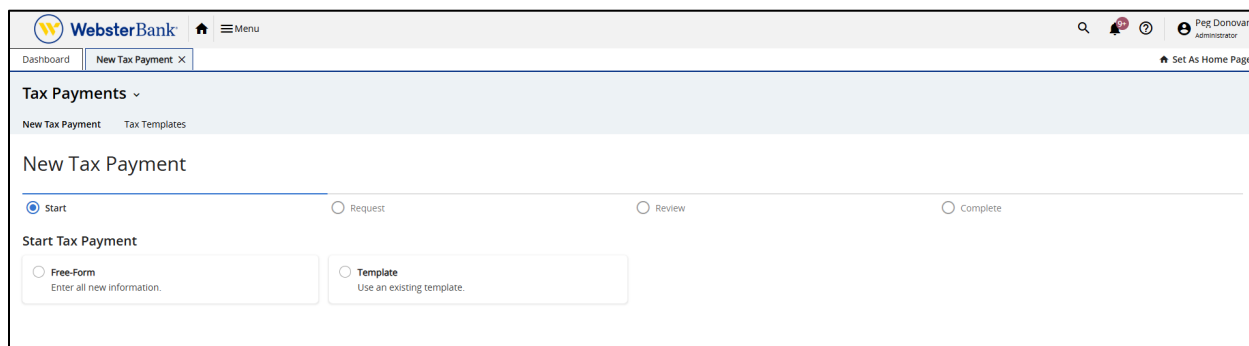
Print
Enter New Tax Payment

TEMPLATE

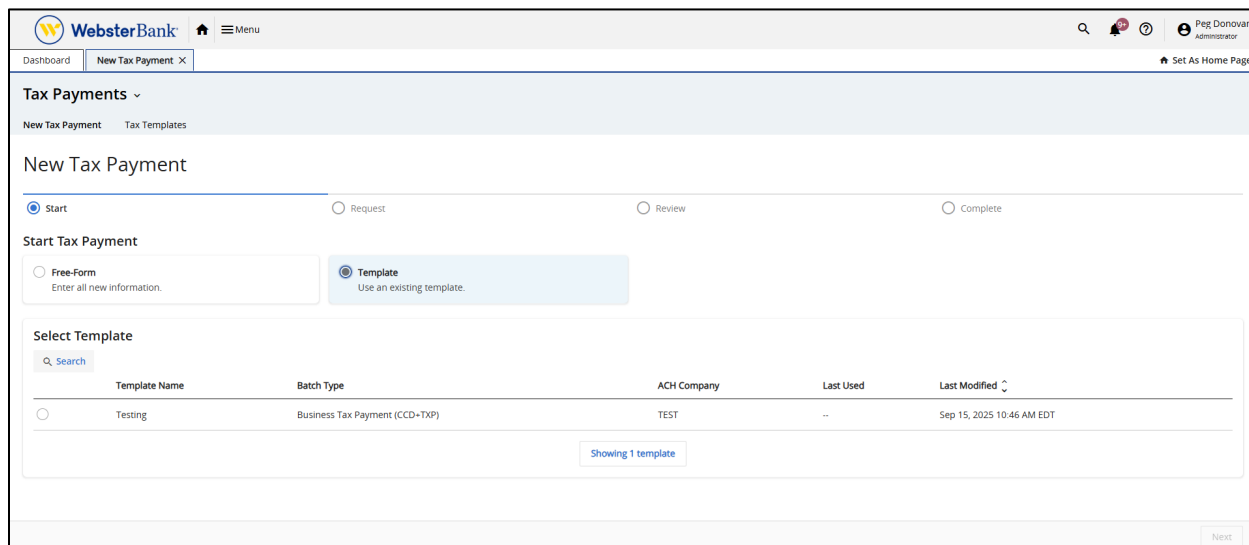
- From the main menu, select **Payments > Tax Payments > New Tax Payment**.



- The **New Tax Payment** screen will be displayed.



- Select the **Template** radio button.
- A list of templates will be displayed.



- Select the radio button next to the appropriate template.
- Select **Next**.
- Edit the following fields.
 - Payment Date** – will default to the next business date
 - Company Entry Descriptions** – is optional to edit

- **Tax Period** – use the calendar icon to select the date
- **Amount** – is optional to edit

New Tax Payment

The Same Day ACH processing deadline is 2:00 PM EDT. All payments and approvals must be entered by this time in order to qualify for same day processing.

Start **Request** Review Complete

Tax Payment

ACH Company: TEST (7112233455) Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

Payment Date: 10/22/2025

Company Entry Description: Testing Company Discretionary Data:

Tax Payment Details

Exclude Tax Type Description	Tax ID	Tax Period *	Amounts *	Sub Total
☐ Connecticut - Admissions and Dues Tax Type: 20001	*11111	Date	Tax \$ 2.00	\$2.00
Total				\$2.00

Cancel **Request Batch**

8. Select **Request Batch**.
9. Review the information and select **Confirm**.

New Tax Payment

Due to the amount entered, this transaction will require 1 approval(s).

Start **Request** **Review** Complete

ACH Company: TEST (7112233455) Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

Payment Date: 10/22/2025

Company Entry Description: Testing Total Credits: \$2.00 (1)

Tax Payment Details

Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account: *3142 Tax Type Description : 20001	*11111	Oct 24, 2025	Tax \$2.00	\$2.00
Total				\$2.00

Cancel Edit **Confirm**

10. Enter your reverification credentials.

Please Reverify

Please enter your PIN *

Generate

11. Enter your **passcode**.

Please Reverify

Please enter your PIN *

.....

Generate

Please enter your one time passcode

.....

Cancel

Submit

12. A confirmation message will be displayed.

WebsterBank

Menu

Dashboard

New Tax Payment X

Set As Home Page

Peg Donovan Administrator

Tax Payments

New Tax Payment

Tax Templates

New Tax Payment

Alerts 2

The transfer request has been saved successfully and will require approval on or before the payment date.

Your transfer request transaction number is : ACH-00450173. Request has been accepted as of Oct 21, 2025 9:20 AM EDT.

Start

Request

Review

Complete

Transaction Number

ACH-00450173

ACH Company

TEST (7112233455)

Batch Type

Business Tax Payment (CCD+TXP) - Credit Only

Payment Date

10/22/2025

Company Entry Description

Testing

Total Credits

\$2.00 (1)

Tax Payment Details

TEST

Tax Type Description	Tax ID	Tax Period	Amount	Sub Total
Connecticut - Admissions and Dues Bank ID : 011900445 Account: *3142 Tax Type Description : 20001	*11111	Oct 24, 2025	Tax \$2.00	\$2.00

Print

Enter New Tax Payment

Note: Depending on your entitlements another user may need to approve the transaction.

Tax Payments

TAX TEMPLATES

- From the main menu, select **Payments > Tax Payments > Tax Templates**.

Dashboard	Payment Activity	>	New Tax Payment
Account Information	Account Transfer	>	Tax Templates
Stop Payments	ACH Payments	>	
Payments	Wire Transfers	>	
Reports	Tax Payments	>	
Positive Pay	Payees	>	
Administration	Integrated Payables		

- The **Tax Templates** screen will be displayed.

CREATE TEMPLATE

- Select **+Create Template**.
- The **New Tax Template** screen will be displayed. A list of ACH companies will be displayed.

- Select an **ACH Company**.

4. Select **Next**.
5. Enter a **Template Name** and **Company Entry Description**.

6. Select **Save**.
7. Select **+Add Tax**.

8. Select the appropriate **Agency** (State) and **Tax Type** from the drop-down menus.

9. Select **Ok** at the bottom of the page.

10. Enter the **Amount**.

WebsterBank Menu Search Notifications Help Peg Donovan Administrator

New Tax Template X

An auto-saved draft created.

Start Create

Tax Template Details

ACH Company: SWIFT ACH Valid (7112233455) Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

Offset Account*: *7065 - CHECKING (STETUS30 TEST A/C 6) - \$47,298.85 (USD) Template Name*: Testing 1 Company Entry Description*: Test

Company Discretionary Data

Tax Payment Details

BAMA ALA INCOME TAX Add Tax

Tax Type Description	Tax ID	Tax Period	Amounts	Sub Total
Alabama - Cellular Telecommunications - 2240 Tax Type: 04620	*45678	Daily	\$	\$0.00 Delete
Total			\$0.00	

Cancel Save

11. Select **Save**.

12. The template will be displayed.

WebsterBank Menu Search Notifications Help Peg Donovan Administrator

Dashboard Tax Templates X Set As Home Page

Tax Payments

New Tax Payment Tax Templates

Tax Templates

Tax Template Testing has been successfully created.

Template Details

Search Print Report Create Template

Template Name	Batch Type	ACH Company	Status	Last Used	Last Modified
Testing	Business Tax Payment (CCD + TXP)	TEST (7112233455)	Active	..	Sep 15, 2025 10:46 AM EDT by FDLTEST / peg Edit

Showing 1 template

PAYEES

MANAGE PAYEES

- From the main menu, select **Payments > Payees > Manage Payees**.

Dashboard	Payment Activity	> Manage Payees
Account Information	Account Transfer	New Payee
Stop Payments	ACH Payments	
Payments	Wire Transfers	
Reports	Tax Payments	
Positive Pay	Payees	
Administration	Integrated Payables	
File Transfers		
My Settings		

- The **Manage Payees** screen will be displayed along with a list of payees.

Old:

New:

Note: A user may select **+Create Payee** or select **New Payee** from the main menu to add additional payees.

- Under the **Make Payment** column depending on entitlements the user may see option to create and ACH and/or Wire Transfer payment.

- **Make ACH Payment**

- Select **Make ACH Payment** next to the appropriate payee.
- A list of ACH Companies will be displayed.

- Select the radio button for the appropriate company.
- Select the **Payee Accounts**.

- Select **Debit/Credit**.
- Select the **Batch Type** and appropriate SEC code.
- Select **Next**.
- Enter the following fields:

- **Company Entry Description**

- **Payment Date** – use the calendar icon to select the payment date
 - Edit the **Amount** field for existing payees that are displayed.
 - Edit the **Addenda** fields (optional) for existing payees that are displayed.
 - Add **Remittance Info** field is optional
- Use the **Search Payee** lookup to add additional payees to the batch.
 - Select **Request Batch**.
 - The **Review** screen will be displayed.

The screenshot shows the 'Create ACH' screen in the 'Review' stage. The progress bar indicates 'Start', 'Request', 'Review' (current), and 'Complete'. A notification states: 'Due to the amount entered, this transaction will require 1 approval(s)'. The 'ACH Batch Details' section shows: ACH Company (TEST (7112233455)), Batch Type (Payroll (PPD) - Credit Only), Payment Date (09/16/2025), Company Entry Description (Test), and Total Credits (\$1.00 (1)). The 'Payees' section contains a table with one payee: Test1 (Test1), Account (*3456 (DDA)), ABA (011000138), Addenda (--), and Amount (\$1.00). A 'Showing 1 payee' link is below the table. The 'Recurring Options' section is empty. At the bottom right are 'Cancel', 'Edit', and 'Confirm' buttons.

- Select **Confirm**.
- Enter your reverification credentials.

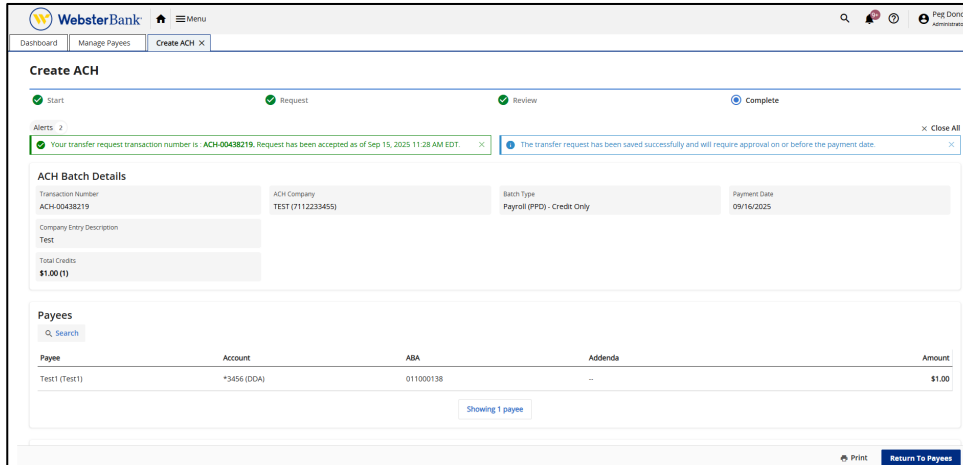
The 'Please Reverify' dialog box prompts the user to 'Please enter your PIN *'. It features a text input field and a 'Generate' button.

- Enter your **Passcode**.

The 'Please Reverify' dialog box prompts the user to 'Please enter your PIN *' and 'Please enter your one time passcode'. It features two text input fields, a 'Generate' button, and 'Cancel' and 'Submit' buttons at the bottom.

- Select **Submit**.

- A confirmation screen will be displayed.



The screenshot shows the WebsterBank 'Create ACH' confirmation screen. At the top, a progress bar indicates the steps: Start, Request, Review, and Complete. Below this, two alert messages are displayed: a green success message stating 'Your transfer request transaction number is ACH-00438219. Request has been accepted as of Sep 15, 2025 11:28 AM EDT.' and a blue informational message stating 'The transfer request has been saved successfully and will require approval on or before the payment date.' The 'ACH Batch Details' section contains the following information:

Transaction Number	ACH Company	Batch Type	Payment Date
ACH-00438219	TEST (7112233455)	Payroll (PPD) - Credit Only	09/16/2025

Below this, the 'Company Entry Description' is listed as 'Test' and the 'Total Credits' are '\$1.00 (1)'. The 'Payees' section features a search bar and a table with the following data:

Payee	Account	ABA	Addenda	Amount
Test1 (Test1)	*3456 (DDA)	011000138	--	\$1.00

A 'Showing 1 payee' button is located below the table. At the bottom right, there are 'Print' and 'Return To Payees' buttons.

Make Wire Transfer

1. Select **Make Wire Transfer** next to the appropriate payee.

WebsterBank

Dashboard Manage Payees X

Payees

Manage Payees New Payee

Manage Payees

Successfully saved payee.

Search

Print Create Payee

Display Name	Payee ID	Payee Name	Payee Type	Make Payment
Test1	Test1	Test1	INDIVIDUAL	1\$ Make ACH Payment Edit
Test2	Test2	Test2	BUSINESS	1\$ Make ACH Payment Edit
Tester Name	123456	Tester Name	INDIVIDUAL	1\$ Make ACH Payment Edit
Testing	Tester	Testing	BUSINESS	Make Wire Payment Edit

Showing 4 Payees

2. The **Start wire transfer** screen will be displayed.

WebsterBank

Dashboard Manage Payees New Wire Transfers X

Wire Transfer

Start Request Review Complete

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

Start wire transfer

Payee Name
Testing

Select account from list *

Select

This field is required

Next

3. Use the drop-down menu to select an account.
4. Select **Next**.
5. The **Origination Information** screen will be displayed.

WebsterBank

Dashboard Manage Payees New Wire Transfers X

Wire Transfer

Start Request Review Complete

For today's processing USD Wires must be submitted before 5:00 PM EDT. FX Wires must be submitted before 5:00 PM EDT.

Origination Information

Originator Information
FDL Testing Company
US

Debit Account *

Payment Date *

09/15/2025

Amount *

Payment Currency *

Drawdown

Beneficiary Information

Payee Information

Name
Testing
1 Main St

Beneficiary ID Type
Account Number

Beneficiary ID
*3456

Beneficiary Country
US - United States

Contact Name

Phone Number

Cancel Request Transfer

6. Enter the following fields:
 - **Originator Information** will be auto populated but may be edited by selecting the pencil icon.
 - **Debit Account** – click on the box and a list of accounts will be displayed.
 - Use the calendar icon to select the **Payment Date**.
 - Enter the **Amount**.
 - **Payment Currency** – click on the box and a list of currencies will be displayed.
 - The **By Order Of Information** fields are optional.
 - The **Additional Reference Information for Beneficiary** fields are optional.
7. Select **Request Transfer**.
8. Review the information.

Wire Transfer

Start Request **Review** Complete

This payment amount requires 1 approval(s).

Origination Information

Originator Information FDL Testing Company 1, US	Debit Account *4253 - CHECKING (Test 1) - Sterling National Bank (221970443)	Payment Date 09/15/2025	Payment Amount and Currency 0.03 - USD
--	---	----------------------------	---

Beneficiary Information

Payee Information

Name Testing 1 Main St	Beneficiary ID Type Account Number	Beneficiary ID *3456
Beneficiary Country US - United States	Contact Name --	Phone Number --

Bank Information

Name EAST WEST BANK BOSTON, MA	Beneficiary Bank ID Type Fed ABA	Beneficiary Bank ID 011002877
Beneficiary Bank Country US - United States	International Routing Number --	

9. Select **Confirm**.
10. Enter your reverification credentials.

Please Reverify

Please enter your PIN *

Generate

11. Enter your Passcode.

Please Reverify

Please enter your PIN *

Generate

Please enter your one time passcode

Cancel Submit

12. Select **Submit**.

13. A confirmation screen will be displayed.

WebsterBank

Menu

Dashboard

Manage Payees

New Wire Transfers X

Start

Request

Review

Complete

Alerts 2

Close All

Your transfer request reference number is DWR-00438220

Request has been accepted as of Sep 15, 2025 11:47 AM EDT.

Origination Information

Originator Information

FDL Testing Company
1, US

Transaction Number
DWR-00438220

Debit Account

*4253 - CHECKING (Test 1) - Sterling National Bank (221970443)

Payment Date

09/15/2025

Payment Amount and Currency

0.03 - USD

Beneficiary Information

Payee Information

Name

Testing
1 Main St

Beneficiary ID Type

Account Number

Beneficiary ID

*3456

Beneficiary Country

US - United States

Contact Name

--

Phone Number

--

Bank Information

Name

EAST WEST BANK

Beneficiary Bank ID Type

Fed ABA

Beneficiary Bank ID

011002877

Print

Return To Payees

Edit

1. A user may select **Edit** next to a Payee.

WebsterBank

Dashboard Manage Payees X

Payees

Manage Payees New Payee

Manage Payees

Search

Print Create Payee

Display Name	Payee ID	Payee Name	Payee Type	Make Payment
Test1	Test1	Test1	INDIVIDUAL	\$! Make ACH Payment Edit
Test2	Test2	Test2	BUSINESS	\$! Make ACH Payment Edit
Tester Name	123456	Tester Name	INDIVIDUAL	\$! Make ACH Payment Edit
Testing	Tester	Testing	BUSINESS	\$! Make Wire Payment Edit

Showing 4 Payees

2. A user may edit any of the following fields.

WebsterBank

Dashboard Manage Payees Edit Testing X

Edit Testing

Payee Name * Payee ID * Address Payee Type

Testing Tester 1 Main St Business

Display Name Email Address

Testing

Note: PO Boxes are not valid for Wires and RT Payments.

Payee Accounts Select one default account + Add Account

Account Information	Bank Information	Authorized For Debit	Account Type	Payment Type	Default Account
123456 - Tester Name	011002877 - EAST WEST BANK	..	Checking	Wire	Yes Edit X

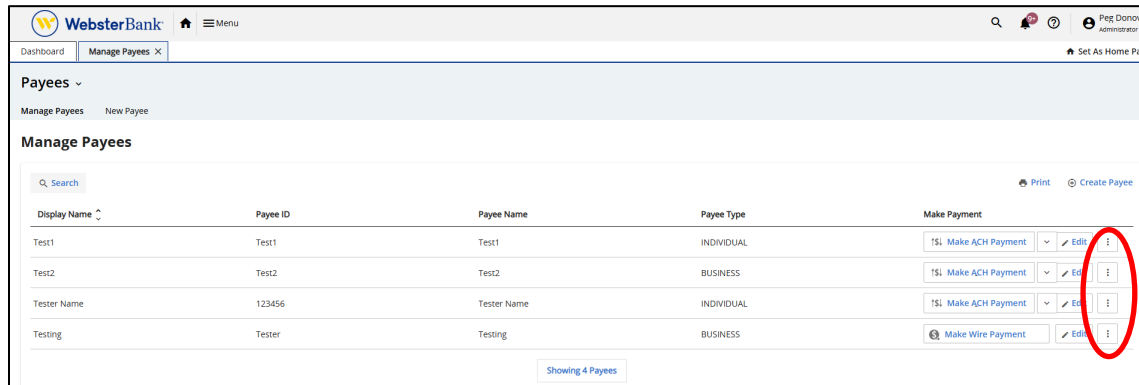
Cancel Save

- Depending on what features are assigned to a Payee, the user may select the **Edit** option and follow the wizard to make additional edits.

3. Select **Save**.

Delete

1. A user may select the ellipsis next to a Payee to select **Delete**.

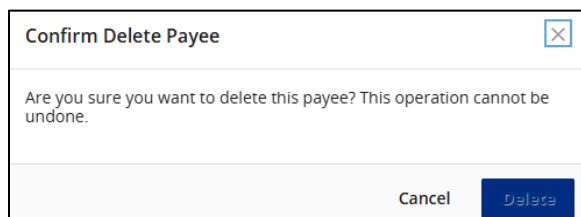


The screenshot shows the WebsterBank 'Manage Payees' interface. At the top, there's a navigation bar with the WebsterBank logo, a home icon, a menu icon, and a user profile for 'Peg Donovan, Administrator'. Below this, there's a 'Payees' dropdown menu and a 'Manage Payees' tab. The main content area is titled 'Manage Payees' and includes a search bar, a 'Print' button, and a 'Create Payee' button. A table lists four payees: 'Test1', 'Test2', 'Tester Name', and 'Testing'. Each row has columns for 'Display Name', 'Payee ID', 'Payee Name', 'Payee Type', and 'Make Payment'. The 'Make Payment' column contains a dropdown menu and a 'Delete' button (represented by an ellipsis icon). The 'Delete' button for the 'Testing' row is circled in red.

Display Name	Payee ID	Payee Name	Payee Type	Make Payment
Test1	Test1	Test1	INDIVIDUAL	\$1. Make ACH Payment ✓ Edit ⋮
Test2	Test2	Test2	BUSINESS	\$1. Make ACH Payment ✓ Edit ⋮
Tester Name	123456	Tester Name	INDIVIDUAL	\$1. Make ACH Payment ✓ Edit ⋮
Testing	Tester	Testing	BUSINESS	\$1. Make Wire Payment ✓ Edit ⋮

Showing 4 Payees

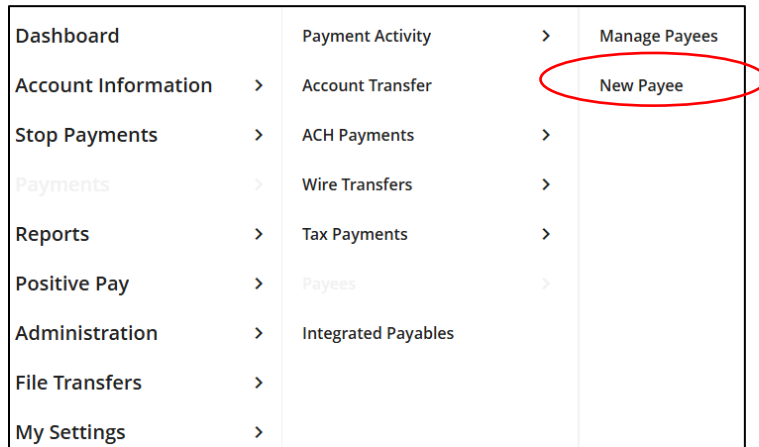
2. A confirmation pop-up box will display, select **Delete**.



The screenshot shows a 'Confirm Delete Payee' pop-up box. The box has a title bar with a close button (X). The main text reads: 'Are you sure you want to delete this payee? This operation cannot be undone.' At the bottom, there are two buttons: 'Cancel' and 'Delete'.

NEW PAYEES

- From the main menu, select **Payments > Payees > New Payees**.



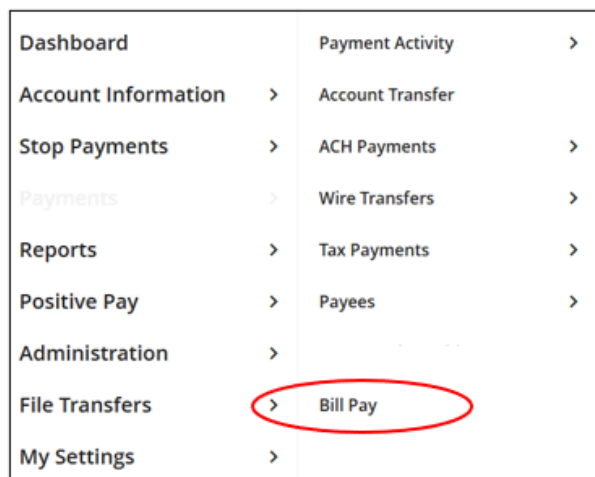
- The **Create a Payees** screen will be displayed.

A screenshot of the 'Create Payee' screen in the WebsterBank interface. The top navigation bar includes the WebsterBank logo, a home icon, a menu icon, and a user profile for Peg Donovan. Below the navigation bar, there's a 'Payees' section with tabs for 'Manage Payees' and 'New Payee'. The 'Create Payee' form contains several input fields: 'Payee Name *', 'Payee ID *', 'Payee Type *' (a dropdown menu currently showing 'None Selected'), 'Address' (with sub-fields for Address 1, Address 2, and Address 3), 'Display Name', and 'Email Address'. A note states: 'Note: PO Boxes are not valid for Wires and RT Payments.' Below the form is a 'Payee Accounts' section with a sub-header 'Select one default account' and a '+ Add Account' button. At the bottom, there's a table with columns: Account Information, Bank Information, Authorized For Debit, Account Type, Payment Type, and Default Account. The table currently shows 'No accounts defined for payee.' At the very bottom right are 'Cancel' and 'Save' buttons.

- Enter the following fields:
 - **Payee Name**
 - **Payee ID**
 - Use the drop-down menu to select the **Payee Type**.
 - **Address** fields are optional
 - **Display Name** is optional
 - **Email Address** is optional
- Select **+Add Account** to add an account to this payee and follow the wizard prompts.
- Select **Save**.

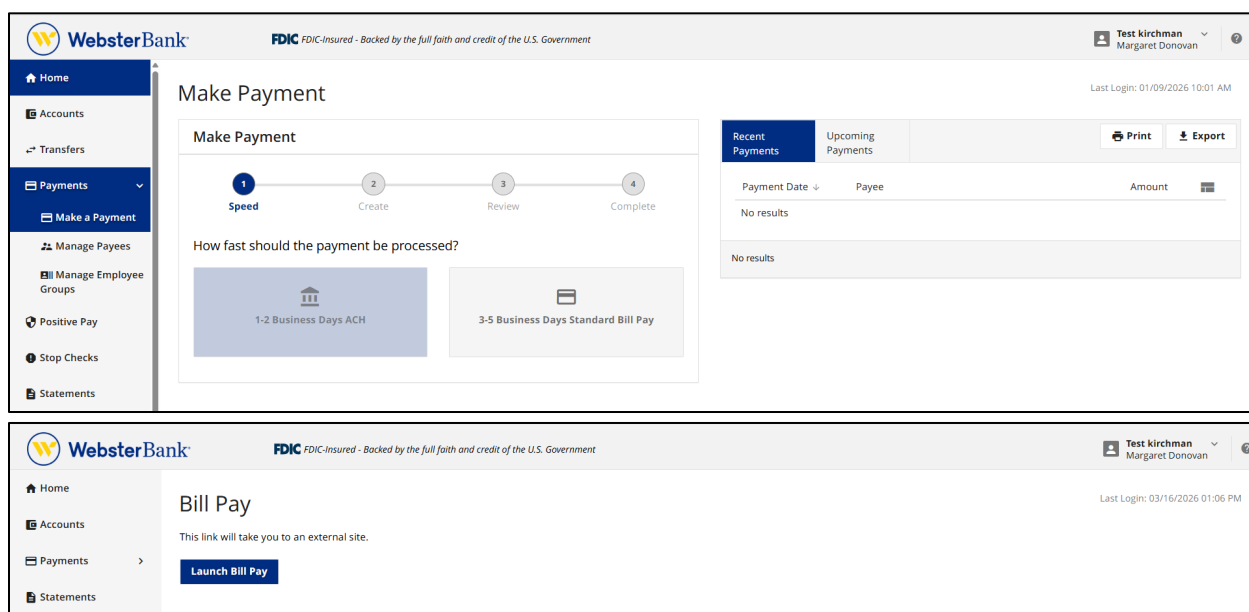
Bill Pay

- From the main menu, select **Payments > Bill Pay**.



- The **Bill Pay** screen will be displayed.

Old:



New:

The screenshot shows the Webster Bank Payment Center interface. At the top, there's a header with the Webster Bank logo, a 'Help' link, and a 'Sign Out' link. Below the header is a navigation bar with links: 'Payment Center', 'Add a Bill', 'Bill History', 'Manage My Bills', and 'Messages'. The main content area is titled 'Payment Center' and includes a welcome message for Peg Donovan dated Thursday, July 24, 2025. The 'Pay Bills' section features a dropdown menu for 'Pay From' set to 'WB CASHIER... *0076' and a 'Preferred Account' label. Below this is a link to 'Add/Manage Groups'. A table titled 'Unassigned Billers' lists two billers: 'Howard Kranitz HK' and 'Webster test *5678', each with input fields for 'Amount' and 'Pay Date'. A 'Make Payments' button is at the bottom of this section. To the right, the 'Bill Reminders' section explains how to set up reminders and includes a 'Set Up Reminders' link. Below that, the 'Pending | Unapproved' section states there are no unapproved payments for the last 45 days and provides a 'View All Unapproved Payments' link. The 'Recent Payments' section shows a table with one entry for 'Howard Kra...' for \$1.00 on 06/16, with a 'Total: \$1.00' and a 'View Bill History' link. At the bottom, there's contact information for Business Client Services, a 'Security & Privacy' link, and 'Terms & Conditions' and 'Messages' links. A copyright notice for 2025 Webster Bank, N.A. is also present.

Webster Bank

Help | Sign Out

Payment Center | Add a Bill | Bill History | Manage My Bills | Messages

Welcome Peg Donovan
Thursday, July 24, 2025

Payment Center

Pay Bills

Pay From: WB CASHIER... *0076
Preferred Account

[Add/Manage Groups](#)

Unassigned Billers

Features	Billers Name	Amount	Pay Date
	Howard Kranitz HK	\$	
	Webster test *5678	\$	

[Make Payments](#)

Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

[Set Up Reminders](#)

Pending | Unapproved

You have no unapproved payments for the last 45 days at this time.

To view unapproved payments that are older than this, click the View All Unapproved Payments link.

[View All Unapproved Payments](#)

Recent Payments

Billers	Amount	Pay Date
Howard Kra...	\$1.00	06/16
Total: \$1.00		

[View Bill History](#)

Business Client Services can be reached at 855.274.2800 between the hours of Monday - Friday 8:00 am - 8:00 pm ET, Saturday 8:30 am - 3:00 pm ET.

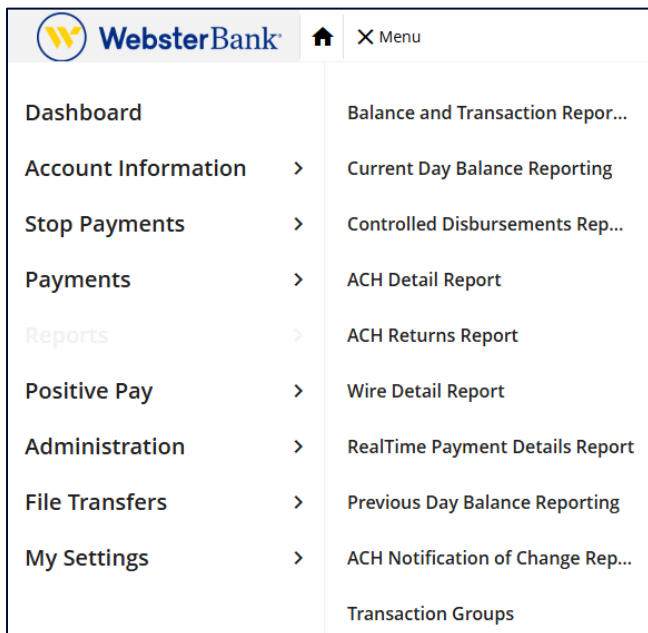
[Security & Privacy](#) | [Terms & Conditions](#) | [Messages](#)

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3. Bill Pay will continue to work as on the previous platform.

Reports

- From the main menu, select **Reports** > a list of reports assigned to the user will be displayed.



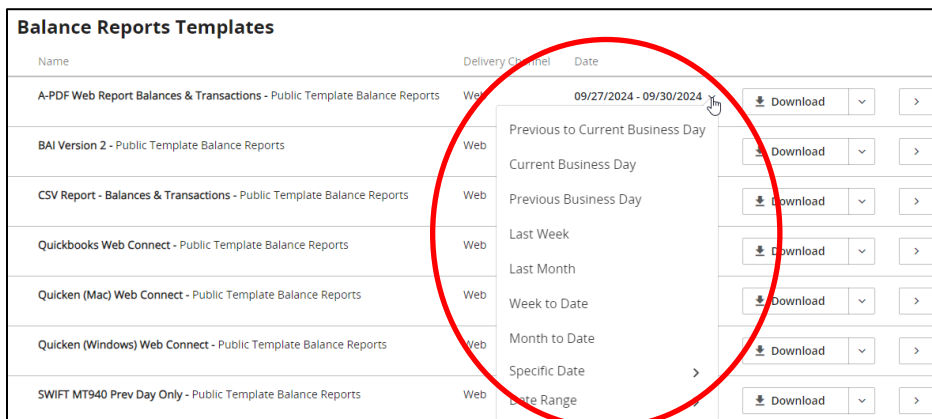
- Select the appropriate report from the list:

- ACH Detail Report
- ACH Notification of Change Report
- ACH Returns Report
- Balance and Transaction Reporting
- Transaction Group

Note: Reports are entitlement driven so you may not see all reports listed here.

Note: Please contact your Webster Bank Representative about Report options within the New UI.

- The report types for the report selected will be displayed.
- Use the drop-down arrow next to the date field to select other date option.



Note: Current Day public template reports can only be pulled once an hour to display new data only.

- Select **Download** to export the file and use the down arrow to view the template.

6. Select the far right-hand arrow to view the report on the user's desktop.
7. To create a custom report, scroll to the bottom of the screen and select **Create Report**.

The screenshot shows a 'Create Report' form with the following sections:

- What name would you like to use for this template?**: A text input field for 'Template Name *' with a note: 'Name is required only if you wish to save this as a template'.
- Choose and sort accounts to display in your report.**: A section with a 'Select account' dropdown, an '+ Add Accounts' button, and two sort options: 'Sort By Number' and 'Sort By Name'.
- What data should be presented on this report?**: A grid of checkboxes for various data types:
 - ☒ All Data Types (ALL)
 - ☐ All Credit Transactions (CREDIT)
 - ☐ Internal Transfers (Internal Transfers)
 - ☐ ACH Debits (ACH DR)
 - ☐ Checks (CK)
 - ☐ Current Relationship Bal (Current Relationship Bal)
 - ☐ Instant Payments (ITP Debits & Credit)
 - ☐ Loan Principal and Interest (Loan Principal and Interest)
 - ☐ Summary Transactions (SUMMARY)
 - ☐ All Debit Transactions (DEBIT)
 - ☐ LBR (LBR)
 - ☐ BAL (BAL)
 - ☐ Current Available Only (CUR BAL INFO-Available)
 - ☐ Deposits (Dep)
 - ☐ Insured Cash Sweep Reports (ICS Reports)
 - ☐ Misc Credits (Misc Credits)
 - ☐ Status Transactions (STATUS)
 - ☐ Incoming Wires (XXX123)
 - ☐ ACH Credits (ACH CR)
 - ☐ CK Curr Avail Balances (CHARUECURR)
 - ☐ Current Ledger & Available Balance (CUR BAL INFO-L&A)
 - ☐ Incoming Wires (Wires-In)
 - ☐ Interest CR (Interest Credits)
 - ☐ Misc Debits (Misc Debits)

At the bottom right, there are buttons for 'Cancel', 'Generate', 'Download', and 'Save Template'.

8. Enter the following fields:
 - Template Name
 - Use the drop-down arrow under **Chose and sort accounts to display in your report** to select one account at a time or the **+ Add Accounts** option to select multiple accounts at once.
 - Check all the appropriate options under **What data should be presented in this report?**
 - Under **How would you like the report to appear?** Select the appropriate display.
 - Select the delivery method of the report under **How would you like the report delivered?**
 - Select the notification option under **How would you like to be notified the report has been delivered?**
 - Select the report format under **How would you like the report formatted?**
 - Select how often the report should run under **When would you like this report delivered?**
9. Select **Generate** to run the report now, select **Download** to export the report now or select **Save Template** to keep this template.
10. A list of reports the user has access to will display across the menu bar under the Reports title.
Note: If the user has more reports than can be displayed a number plus a drop-down arrow will display to access the additional reports list.

Positive Pay

The Check Positive Pay Decisions Items screen will look and perform slightly differently for the previous Business Banking platform. The New UI will display all check paid items as exception transactions and it will appear as though you need to select a Return Reason and submit your decisions. You do not have to select a Return Reason and submit your decisions. All Positive Pay transactions will default to a Pay status as they did in the Business Banking platform.

Note: You may still view each Positive Pay transaction.

Check Positive Pay

DECISION ITEMS

- From the main menu, select **Positive Pay > Check Positive Pay > Decision Items**.

Dashboard	ACH Positive Pay	>	Issue Entry
Account Information	Check Positive Pay	>	Issue Activity
Stop Payments			Decision Items
Payments			Decision Activity
Reports			
Positive Pay			

- The **Check Positive Pay Decision Item** screen will be displayed.

Old:

WebsterBank FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government

Test kirchman Margaret Donovan Last Login: 10/22/2025 10:31 AM

Positive Pay

Make Decisions [History](#)

1 Return Decisions 2 Review 3 Complete

All Accounts

Return	Posted Date	Account	Check	Amount
No results				

No results

[Cancel](#) [Review](#)

New:

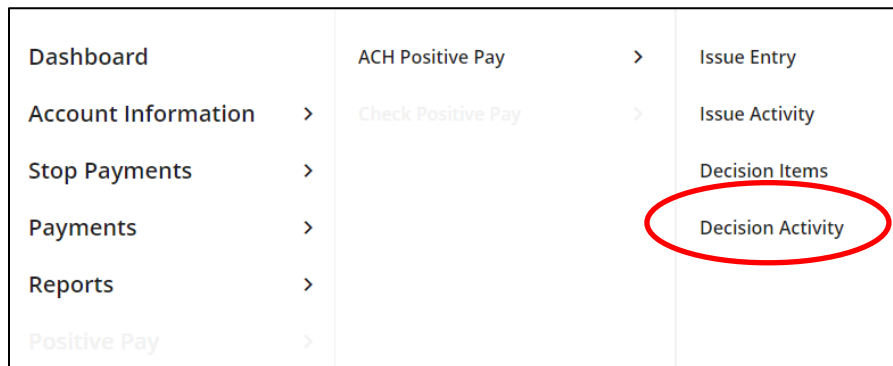
3. A list of items will be displayed. **DO NOT** select a decision type.

Account Number	Check Number	Amount	Payee	Exception Reason	Decision
*7202 - CHECKING (Test)	25218	\$166.86	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24985	\$441.00	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24958	\$132.60	--	Reverse pos pay item	No Decision
*7202 - CHECKING (Test)	24959	\$127.00	--	Reverse pos pay item	No Decision

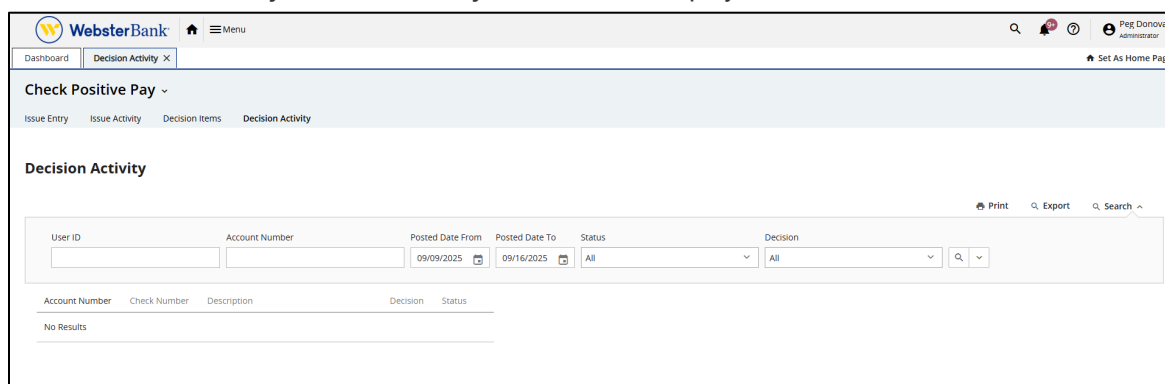
4. To search for a specific item, enter the following fields:
- **Account Number** using the magnifying glass
 - **Check Number**
 - **Decision** use the drop-down menu
 - Select the magnifying glass on the far right-hand side to submit the search request.
5. Select the check number icon next to each check to view a PDF image.

DECISION ACTIVITY

- From the main menu, select **Positive Pay > Check Positive Pay > Decision Activity**.



- The **Check Positive Pay Decision Activity** screen will be displayed.



- Enter search criteria in any of these fields:
 - **User ID**
 - **Account Number**
 - **Posted Date From**
 - **Posted Date To**
 - Use the drop-down menu under **Status** to select a specific status
 - Use the drop-down menu under **Decision** to select a specific decision
- Select the magnifying glass on the far right-hand side to submit the search request.

5. A list of items matching the search criteria will be displayed.


[Menu](#)

[Dashboard](#)
[Decision Activity](#)

[Faq](#)
[Donorware](#)
[Admin](#)

[Set As Home Page](#)

Check Positive Pay

[Issue Entry](#)
[Issue Activity](#)
[Decision Items](#)
[Decision Activity](#)

Decision Activity

[Print](#)
[Export](#)
[Search](#)

User ID	Account Number	Posted Date From	Posted Date To	Status	Decision
		9/9/2024	9/9/2024	All	All

Account Number	Check Number	Description	Decision	Status
*9876 - CHECKING (WB CASHIER CHECK)	290676	Posted Date: 09/12/2024 Amount: \$375.70 Payee	Decided Return	Completed
		Exception Reason: Payee Mismatch Decision Reason: --		
*9876 - CHECKING (WB CASHIER CHECK)	291303	Posted Date: 09/12/2024 Amount: \$1,320.82 Payee	Decided Return	Completed
		Exception Reason: Payee Mismatch Decision Reason: --		

Note: The user may Print this data by selecting this option on the far right-hand side of the search bar.

Administration

Company Overview

ACCOUNTS

Note: Across the far right-hand side of each screen will display the number of Accounts, Services and Users. The admin may also Add a User from any of these screens.

- From the main menu, select **Administration > Company Overview > Accounts**.

Dashboard	Company Overview	Accounts
Account Information >	Audit Service	Payments
Stop Payments >	Users	Services
Payments >		Communications
Reports >		
Positive Pay >		
Administration >		
File Transfers >		
My Settings >		

The **Accounts** screen will be displayed.

WebsterBank		Menu	Search	Notifications	Peg Donovan Administrator
Dashboard	Company Overview X				Set As Home Page
FDL Testing Company FDLTEST		Accounts 9	Services 73	Users 8	+ Add User
Accounts	Payments	Services	Communications		
Accounts					
Accounts	ACH Payment	Stop Payments	Wire Transfer	Check Print	Account Transfer
				Check Positive Pay	ACH Positive Pay
CHECKING					
*2589 - CHECKING (ACH Detail)	Webster Bank, N.A. CT (211170101) USD	Edit			
*3863 - CHECKING (Controlled Disbursement)	Webster Bank, N.A. CT (211170101) USD	Edit			
*0903 - CHECKING (Wire detail report acc)	Sterling National Bank (221970443) USD	Edit			
*4253 - CHECKING (Test 1)	Sterling National Bank (221970443) USD	Edit	Enabled	Edit	Edit

- A list of accounts assigned to the company will be displayed. Across the top heading are the services/payment types associated to each account.

- A list of accounts assigned to the company will be displayed. Across the top heading are the services/payment types associated to each account.
- Select the pencil Edit icon to view the **Limits, Approvals and Payment Settings** assigned to the account for that service.

Search

TEST 7112233455

TEST 7112233455

Limits Payment Settings Tax Payments

Company Limits

Limit Type	Credit *	Debit *
Total Daily Batch Count	999999 Max: 999999	999999 Max: 999999
Total Daily Transaction Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00
Single Batch Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00
Single Batch Entry Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00

Default User Limits

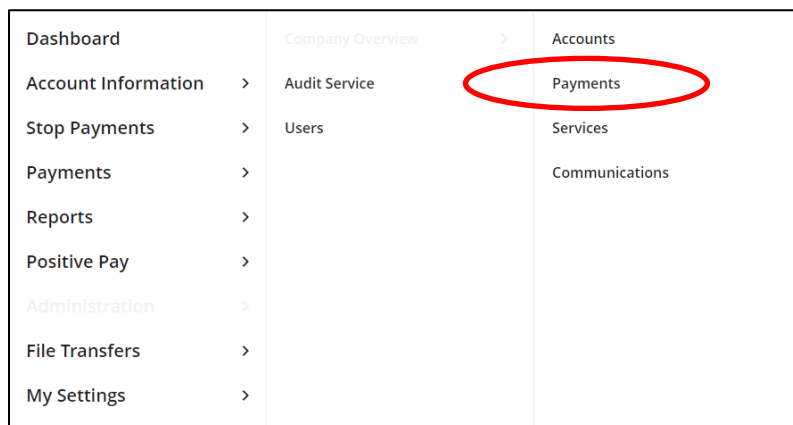
Limit Type	Credit *	Debit *
Total Daily Batch Count	999999 Max: 999999	999999 Max: 999999

Cancel Save

- The admin may adjust limits (not higher than the company limits) and adjust services as needed. Then scroll to the bottom and select **Save**.

PAYMENTS

- From the main menu, select **Administration > Company Overview > Payments**.



- The **Payments** screen will be displayed.

The screenshot displays the WebsterBank interface for 'FDL Testing Company'. The 'Payments' tab is selected. The table below lists various payment types and their configurations.

Payment Type	Company Limits	Options	Imports
ACH Payments	TEST Total Daily Transaction Amount Credit \$1,000.00 Debit \$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse Enable Confidential Batches	User Limits Enabled Approval Limits Enabled
Wire Transfers	Transaction Per Account Daily Amount \$9,999,999.99 Daily Count 999999 Single \$99,999,999.99	Manual Entry, Edit, Reject, Cancel Allow Wire Drawdowns Allow Wire Auto Release	User Limits Enabled Approval Limits Enabled Import Requires Release
Account Transfers	Transaction Per Account Daily Amount \$99,999,999.00 Daily Count 9999999 Single \$99,999,999.00	Manual Entry, Edit, Reject, Cancel	User Limits Enabled Approval Limits Enabled
Check Print	Transaction Per Account Daily Amount \$2,000,000.00 Daily Count 2000000 Single \$99,999.00	Reject, Cancel, Reverse	User Limits Enabled Approval Limits Enabled
Check Positive Pay		Return Decision To Be Applied During End Of Day Processing	
ACH Positive Pay	Transaction Per Account		

- A list of payment types assigned to the company will be displayed.

- Select the arrow on the far right-hand to view the **Limits, Approvals and Payment Settings** assigned to this service.

ACH Companies Help

Search

SWIFT ACH Valid

Limits Payment Settings Tax Payments

Company Limits

Limit Type	Credit *	Debit *
Total Daily Batch Count	1000 Max: 1000	1000 Max: 1000
Total Daily Transaction Amount	\$ 5,000,000.00 Max: \$5,000,000.00	\$ 5,000,000.00 Max: \$5,000,000.00
Single Batch Amount	\$ 5,000,000.00 Max: \$5,000,000.00	\$ 5,000,000.00 Max: \$5,000,000.00
Single Batch Entry Amount	\$ 5,000,000.00 Max: \$5,000,000.00	\$ 5,000,000.00 Max: \$5,000,000.00

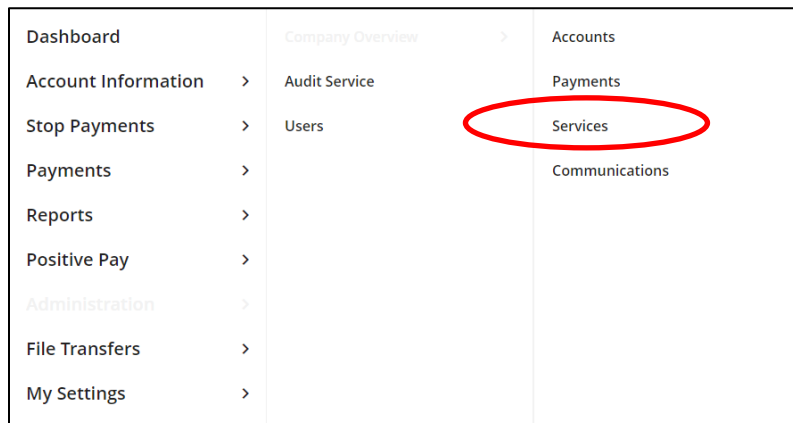
Default User Limits

Limit Type	Credit *	Debit *
Total Daily Batch Count	1000 Max: 1000	1000 Max: 1000

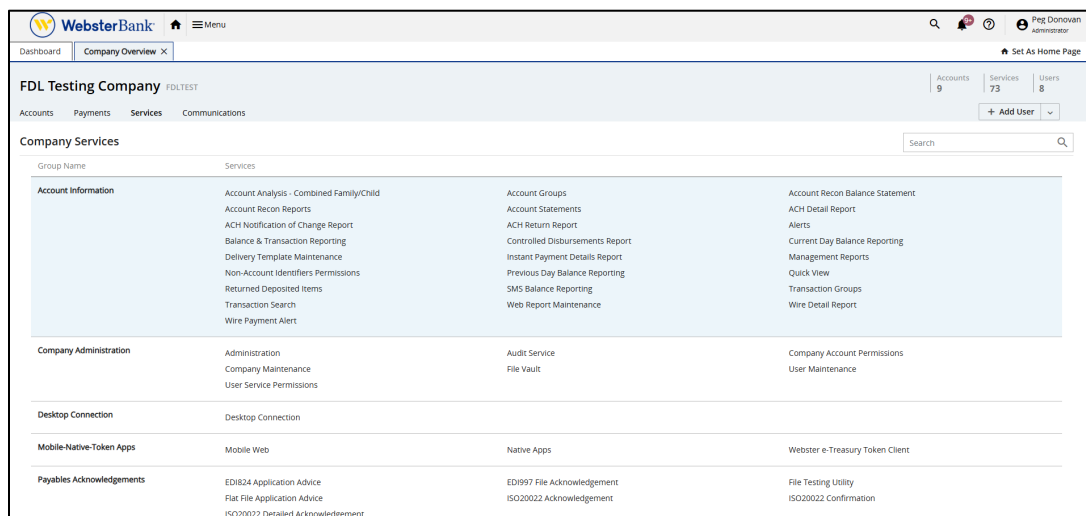
- The admin may adjust limits (not higher than the company limits) and adjust services as needed. Then scroll to the bottom and select **Save**.

SERVICES

- From the main menu, select **Administration > Company Overview > Services**.



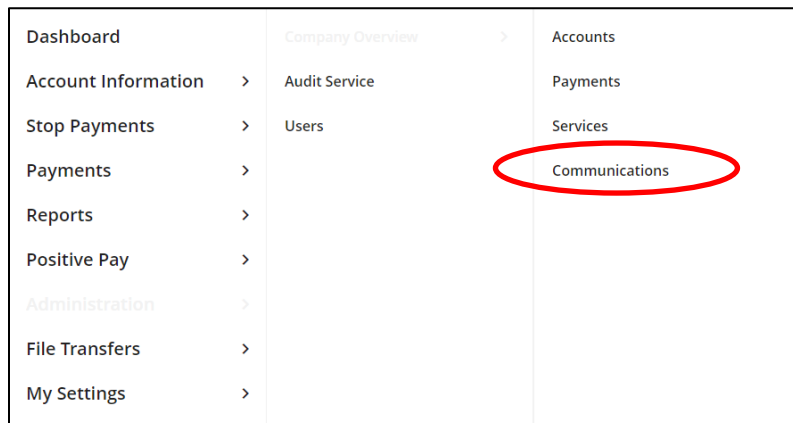
- The **Services** screen will be displayed.



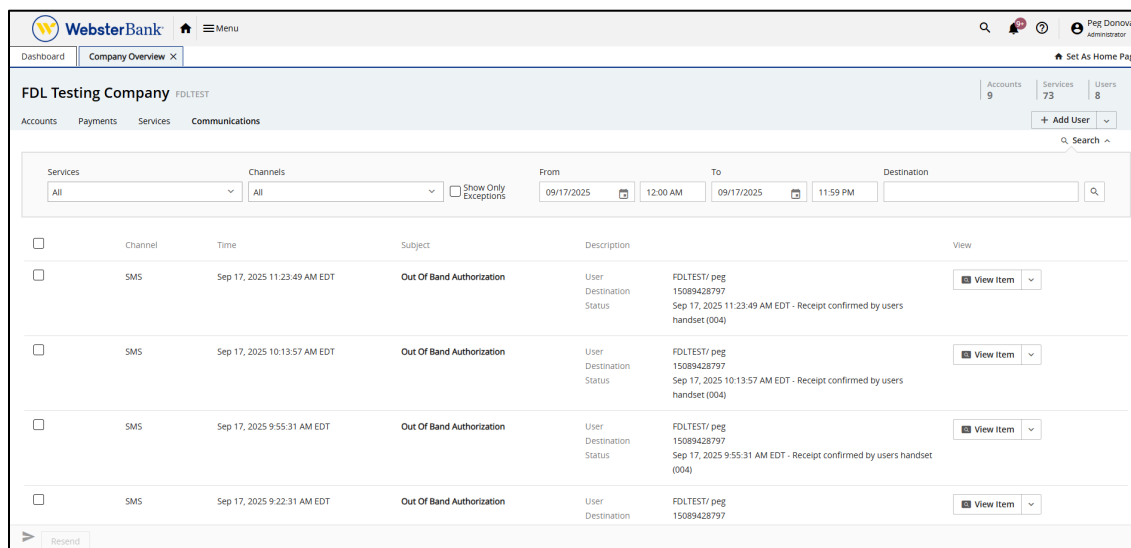
- A list of services assigned to the company will be displayed.
- Use the **Search** box to search for a specific type of service.

COMMUNICATIONS

- From the main menu, select **Administration > Company Overview > Communications**.



- The **Communications** screen will be displayed.



- Use the **Services** drop-down menu to view Services that users have accessed.
- Use the **Channels** drop-down menu to view Channels that users have accessed.
- Select a **From and To** date range.
- Use the magnifying glass to search.
- A list of items will display matching the search criteria.

8. Select **View Item** for additional information.

WebsterBank

Menu

Dashboard

Company Overview

Peg Donovan

Administrator

Accounts

9

Services

73

Users

8

Set As Home Page

FDL Testing Company

FDLTEST

Accounts

Payments

Services

Communications

+ Add User

Search

Services

Channels

From

To

Destination

All

All

09/17/2025

12:00 AM

09/17/2025

11:59 PM

Resend

	Channel	Time	Subject	Description	View
☐	SMS	Sep 17, 2025 11:23:49 AM EDT	Out Of Band Authorization	User Destination Status FDLTEST/ peg 15089428797 Sep 17, 2025 11:23:49 AM EDT - Receipt confirmed by users handset (004)	View Item
☐	SMS	Sep 17, 2025 10:13:57 AM EDT	Out Of Band Authorization	User Destination Status FDLTEST/ peg 15089428797 Sep 17, 2025 10:13:57 AM EDT - Receipt confirmed by users handset (004)	View Item
☐	SMS	Sep 17, 2025 9:55:31 AM EDT	Out Of Band Authorization	User Destination Status FDLTEST/ peg 15089428797 Sep 17, 2025 9:55:31 AM EDT - Receipt confirmed by users handset (004)	View Item
☐	SMS	Sep 17, 2025 9:22:31 AM EDT	Out Of Band Authorization	User Destination Status FDLTEST/ peg 15089428797	View Item

9. Select the down arrow to see additional options.

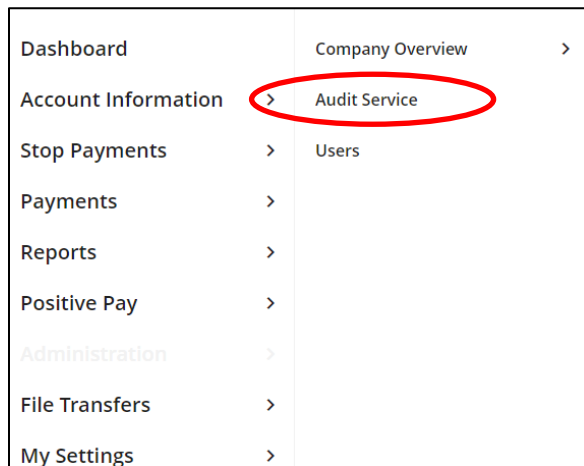
➤ Resend

🔍 View Audit

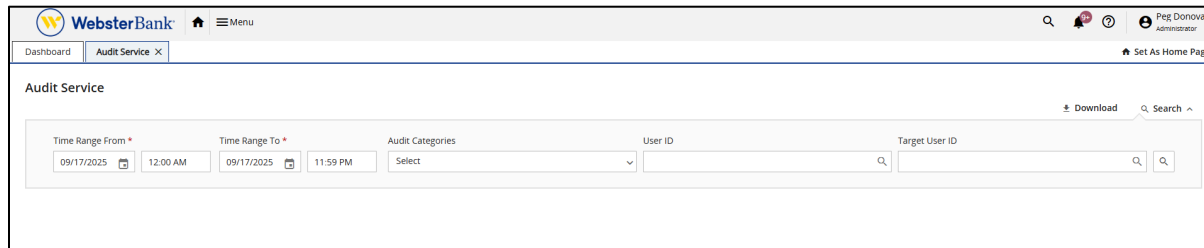
⬇️ Download File

AUDIT SERVICE

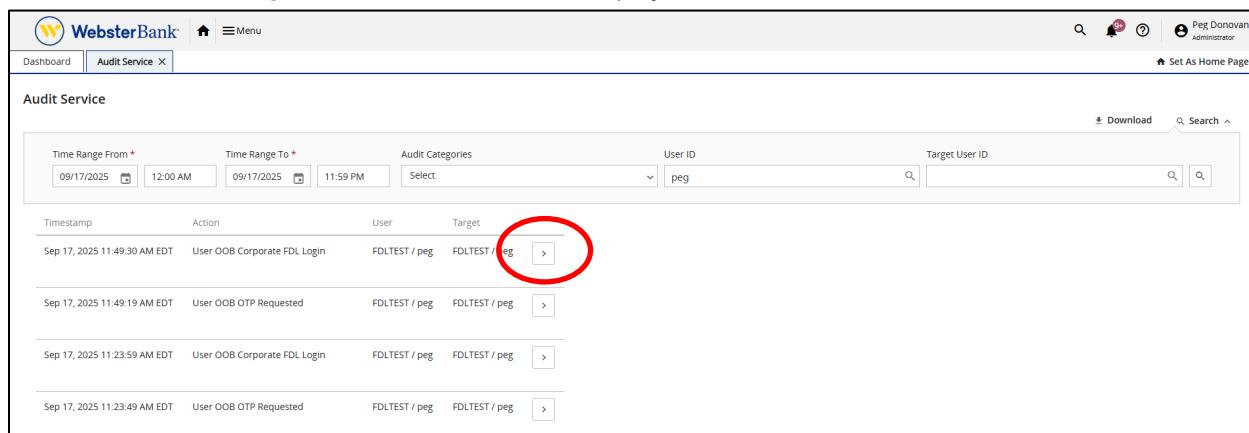
- From the main menu, select **Administration > Audit Service**.



- The **Audit Service** screen will be displayed.



- Use the calendar and time icons/fields to select the **Time Range From** and **Time Range To** fields.
- Under **Audit Categories** the user may use the drop-down menu to select the appropriate category.
- Under **User ID** the user may search for a specific user ID.
- Under **Target User ID** the user may search for their user ID.
- Select the magnifying glass on the far right-hand side to submit the search request.
- A list of items matching the search criteria will be displayed.



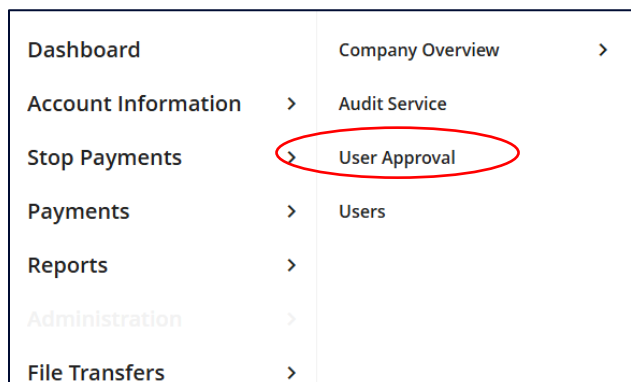
- Select the side arrow for additional information.

Note: The user may Download this data by selecting this option on the far right-hand side of the screen.

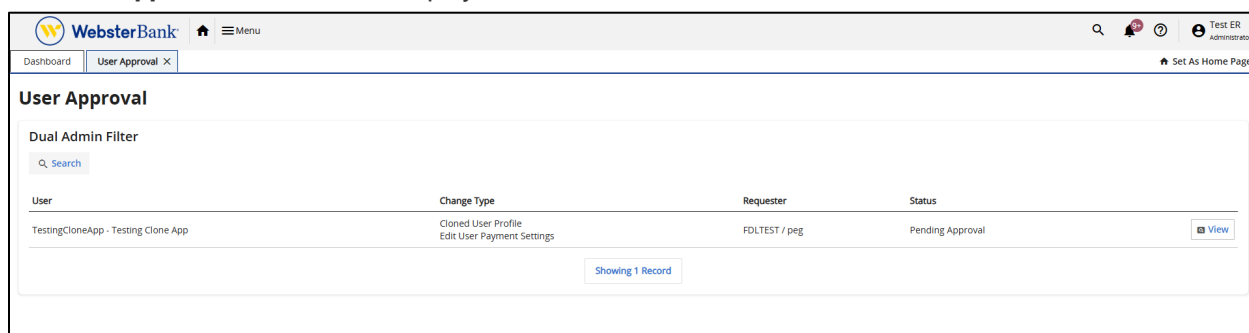
USER APPROVAL

- From the main menu, select **Administration > User Approval**.

Note: This feature needs to be requested and will require every new user or existing users whose entitlements have been edited to be approved by a secondary Admin user.



- The **User Approval** screen will be displayed.



- A list of newly created users or users whose entitlements have been edited will be displayed.
- Select the **View** button.

5. The **Dual Admin Changes** screen will display.

Dual Admin Changes

Dual Admin Information

Timestamp

Sep 17, 2025 12:31:33 PM EDT

Change Type

Cloned User Profile

User

FDLTEST / peg

Target

FDLTEST / TestingCloneApp

Profile Settings

Payment Settings

Expand All

Contact Information

Advanced

Online Bulletin Service

SMS Preferences

Status History

Timestamp	Status	Initiator	Description
Sep 17, 2025 12:31:33 PM EDT	Pending Approval	FDLTEST \ peg	Edit User Payment Settings
Sep 11, 2025 1:00:01 AM EDT	Expired	SYSTEM	User changes were not approved before deadline
Sep 3, 2025 1:57:56 PM EDT	Pending Approval	FDLTEST \ peg	Cloned User Profile

Cancel

Reject

Approve

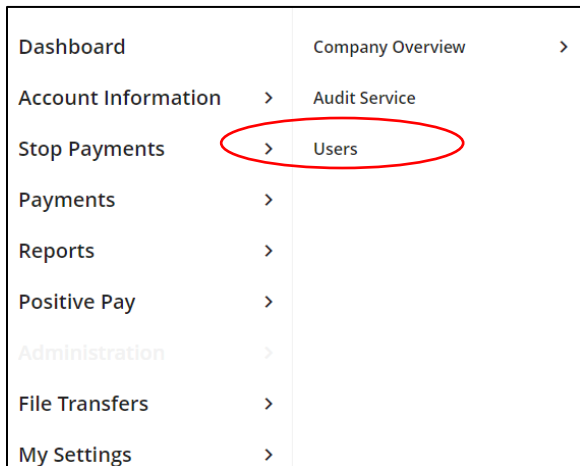
6. Review the information and select **Approve**.

Note: The user may also choose **Cancel** or **Reject**. **Cancel** will just remove the user from this screen. **Reject** will reject the changes made to the user.

Users

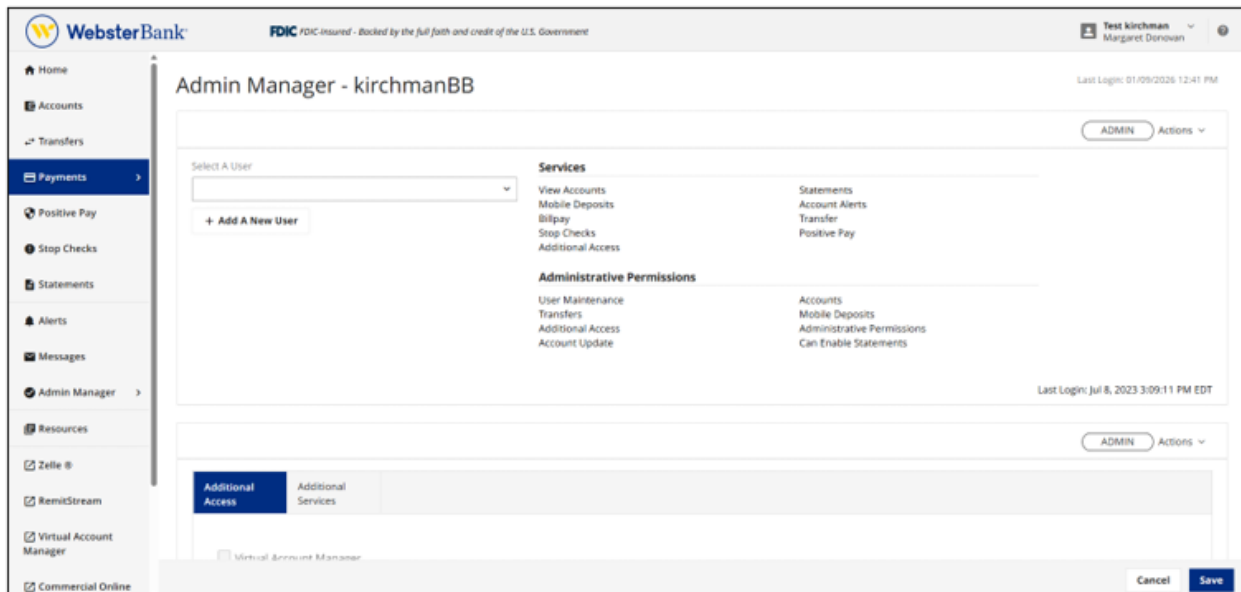
NEW USER SETUP

- From the main menu, select **Administration > Users**.

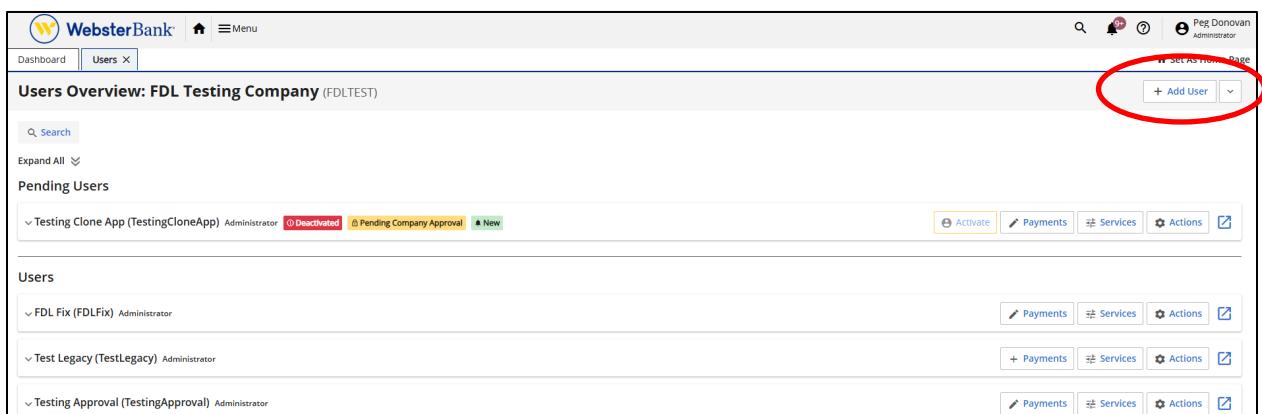


- The **User Overview** screen will be displayed.

Old:



New:



3. Select **+Add a User** in the upper right-hand corner.
4. The **Create User** screen will be displayed. Complete the required fields mark with an asterisk (*).

5. Select **Enable Text Messages** if the user will receive Text Messages.
6. Accept the **Terms and Conditions**.
7. Create a temporary password for the new user in the **Enter a Temporary Password** and **Re-enter a Temporary Password** fields.
8. Once all of the necessary fields are completed, select **Save**.
Note: If the user is being set up with Text Messaging they will receive an enrollment text. They must follow the setup instructions in the text message to complete the enrollment.
9. Depending on the services assigned to the company, select each button next to the new user setup.

10. Select **Payments** (if displayed).

11. The **Payments** tab will be displayed. Select **+Add Payments**.

Test ER
Tester
FDL Testing Company FDLTEST

(508)942-8797
madonovan@websterbank.c...

Services(0)

Payments Services Subscriptions Communications Direct Connect

Payment not assigned + Add Payment

Clone User

Note: Once a user has their entitlements created a display box of the various functions will display from the main user page when selecting **Payments**. Select the Pencil icon next to a function to edit for the user.

Stop Payments ACH Positive Pay

ACH Payments Wire Transfers

Check Print Account Transfers

Manage Payees Import Maintenance

Check Positive Pay Integrated Payables

Payment Setup

12. Select the proper features for this user.

Add Payments : Test ER (Tester)

☐ Payment Type

☐ ACH Payments ☐ ACH Positive Pay

☐ Wire Transfers ☐ Check Positive Pay

☐ Account Transfers ☐ Direct Connect

☐ Manage Payees ☐ Integrated Payables

☐ Import Maintenance ☐ Check Print

☐ Stop Payments

Cancel Add

13. Select **Add** at the bottom of the screen.

14. The **Payments and Limits** screen will be displayed.

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	Set Up		X
Wire Transfer	Set Up		X
Account Transfer	Set Up		X
Check Print	Set Up		X
Manage Payees	Set Up		X
Import Maintenance	Set Up		X
Stop Payments	Set Up		X
ACH Positive Pay	Set Up		X

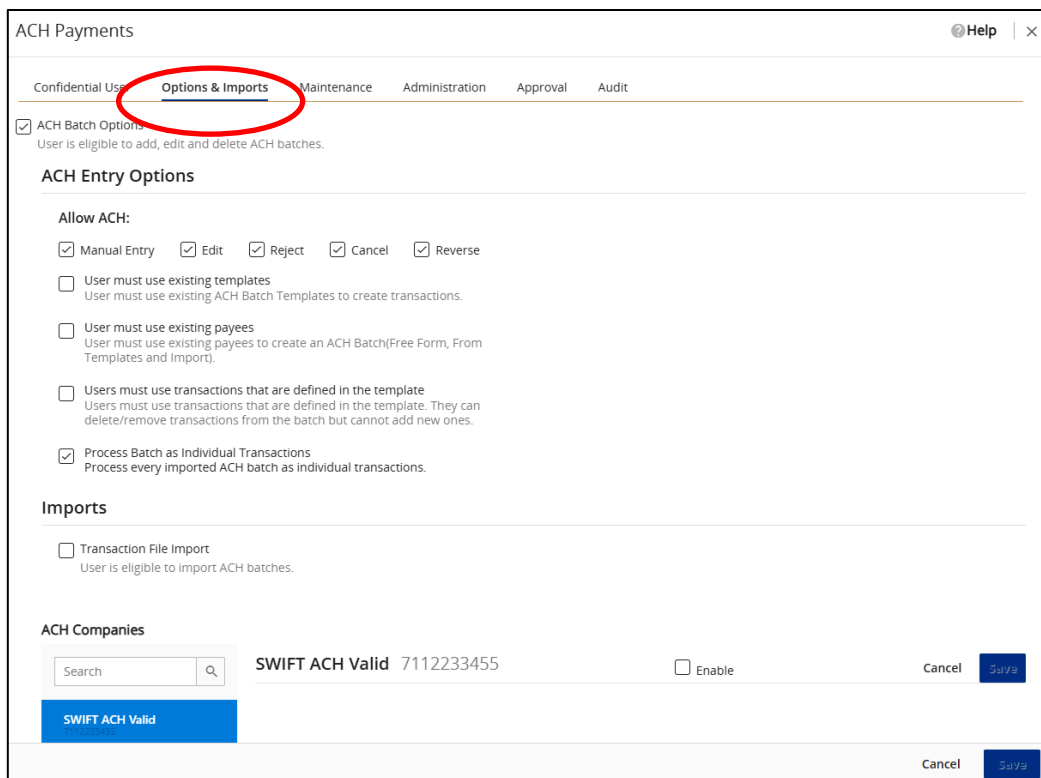
Note: Select the X on the right hand side to remove a feature from the user's setup.

15. Select the **Set Up** icon next to the appropriate feature. Example:

- Select **ACH Payments** (if applicable).
- Use the options menu bar across the top of the page to complete various entitlements.
- Under the **Confidential User** tab, select the **ACH Confidential User** checkbox if the user should be allowed to create, edit and approve batches.

- Select the checkboxes next to the appropriate ACH Companies to be eligible.

- Select **Options & Imports**.



ACH Payments Help ×

Confidential User **Options & Imports** Maintenance Administration Approval Audit

☒ ACH Batch Options
User is eligible to add, edit and delete ACH batches.

ACH Entry Options

Allow ACH:

☒ Manual Entry ☒ Edit ☒ Reject ☒ Cancel ☒ Reverse

☐ User must use existing templates
User must use existing ACH Batch Templates to create transactions.

☐ User must use existing payees
User must use existing payees to create an ACH Batch(Free Form, From Templates and Import).

☐ Users must use transactions that are defined in the template
Users must use transactions that are defined in the template. They can delete/remove transactions from the batch but cannot add new ones.

☒ Process Batch as Individual Transactions
Process every imported ACH batch as individual transactions.

Imports

☐ Transaction File Import
User is eligible to import ACH batches.

ACH Companies

Search

SWIFT ACH Valid 7112233455 ☐ Enable Cancel Save

SWIFT ACH Valid

Cancel Save

- Under **ACH Entry Options** select the appropriate entitlement for the user.
- Under **Imports** select if the user will be entitled to import ACH batches.
- Under **ACH Companies** select **Enable** next each company the user will be allowed to initiate payments from.

- Complete the **Limits** tab. The company default limits will be displayed. You may make any limits lower than company limit.

Limits		Payment Settings	
Default User Limits			
Limit Type	Credit *	Debit *	
Total Daily Batch Count	100 Max: 100	100 Max: 100	
Total Daily Transaction Amount	\$ 1.00 Max: \$1.00	\$ 1.00 Max: \$1.00	
Single Batch Amount	\$ 1.00 Max: \$1.00	\$ 1.00 Max: \$1.00	
Single Batch Entry Amount	\$ 1.00 Max: \$1.00	\$ 1.00 Max: \$1.00	
☐ Require 1 approver(s) above \$			
☐ Require 2 approver(s) above \$			

- Select the number of **Required Approvers** and dollar limit.
- Select the **Payment Setting** tab across the top of the box.

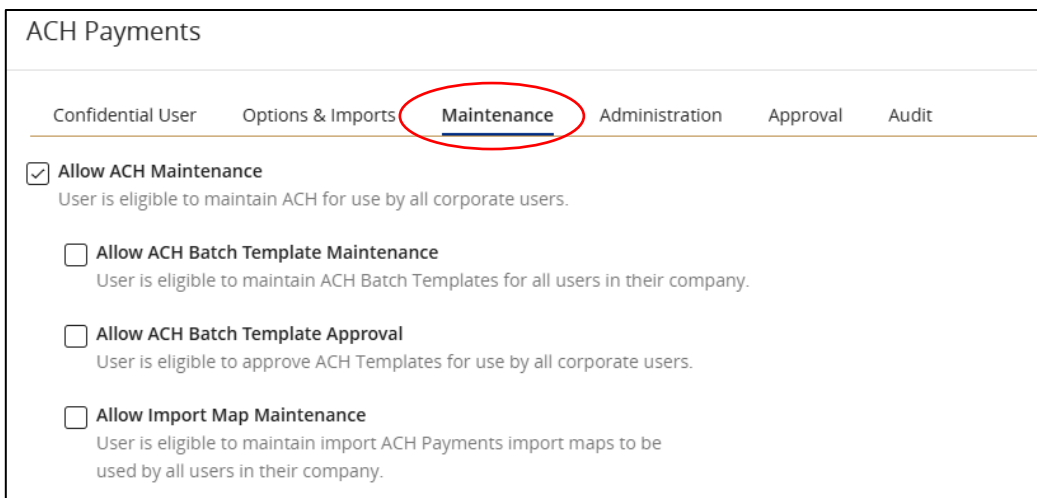
Limits		Payment Settings	
Payment Settings			
☒ Eligible Credit SEC Codes			
☒ Customer Initiated Entry (CIE)	☒ Individual (PPD)		
☒ Child Support (CCD + DED)	☒ Payroll (PPD)		
☒ Extended Addenda (CTX)	☒ Business Tax Payment (CCD + TXP)		
☒ Business (CCD)			
☒ Eligible Debit SEC Codes			
☒ Internet Auth (WEB)	☒ Physical Auth (PPD)		
☒ Extended Addenda (CTX)	☒ 80 Character Addenda (CCD)		
☒ Telephone Auth (TEL)			

- Unselect any SEC Codes this user should not be entitled.
- Select **Save** next to the ACH Company that was edited.
- A confirmation message will be displayed.

✔
The ACH Company has been successfully saved.
✕

- Repeat steps until all appropriate ACH Companies, limits and SEC codes are assigned.

- Select **Maintenance** from the main menu.



ACH Payments

Confidential User Options & Imports **Maintenance** Administration Approval Audit

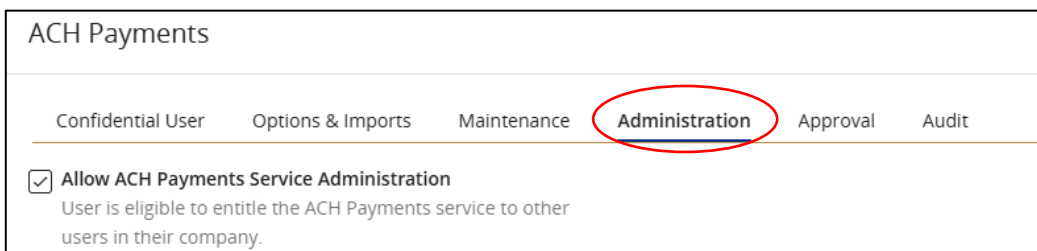
☒ **Allow ACH Maintenance**
User is eligible to maintain ACH for use by all corporate users.

☐ **Allow ACH Batch Template Maintenance**
User is eligible to maintain ACH Batch Templates for all users in their company.

☐ **Allow ACH Batch Template Approval**
User is eligible to approve ACH Templates for use by all corporate users.

☐ **Allow Import Map Maintenance**
User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

- Select the appropriate **Maintenance** options for this user.
- Select **Administration** from the main menu.

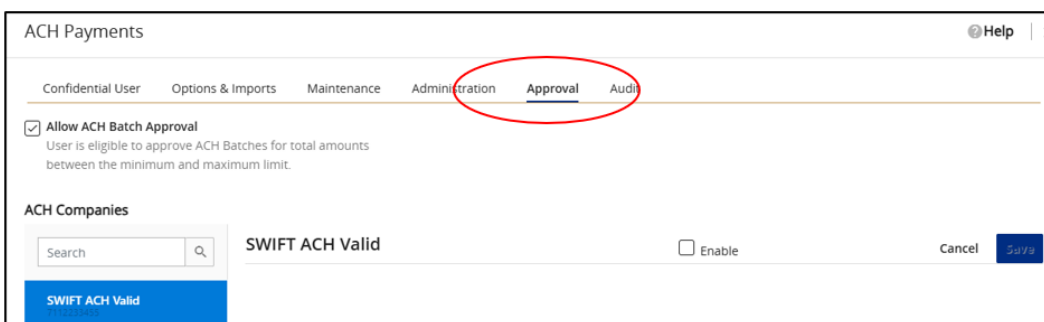


ACH Payments

Confidential User Options & Imports Maintenance **Administration** Approval Audit

☒ **Allow ACH Payments Service Administration**
User is eligible to entitle the ACH Payments service to other users in their company.

- Select the **Allow ACH Payments Service Administration** checkbox if the user should be entitled to be able to add this service to other users.
- Select **Approval** from the main menu.



ACH Payments

Confidential User Options & Imports Maintenance Administration **Approval** Audit

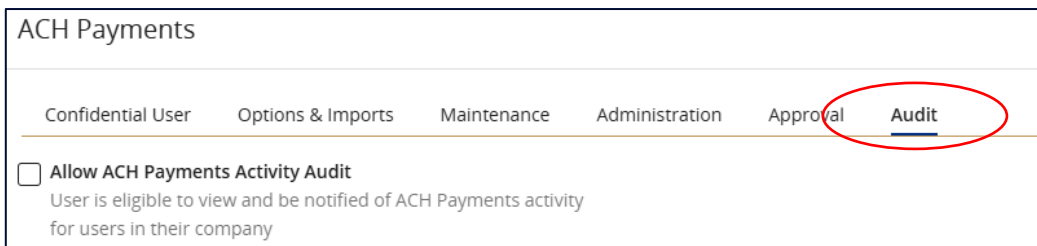
☒ **Allow ACH Batch Approval**
User is eligible to approve ACH Batches for total amounts between the minimum and maximum limit.

ACH Companies

Search SWIFT ACH Valid ☐ Enable Cancel Save

SWIFT ACH Valid

- If the user is allowed to approve ACH Batches, select the **Enable** box next to the appropriate ACH Companies.
- Select Save next to each ACH Company that is enabled.
- Select **Audit** from the main menu.



ACH Payments

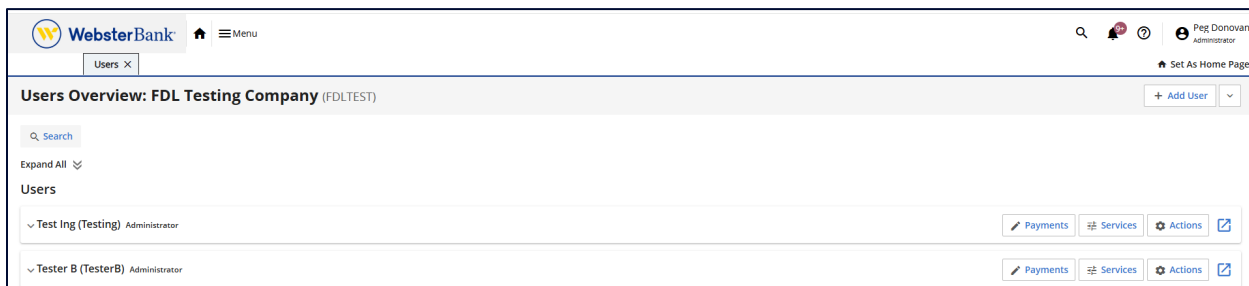
Confidential User Options & Imports Maintenance Administration Approval **Audit**

☐ **Allow ACH Payments Activity Audit**
User is eligible to view and be notified of ACH Payments activity for users in their company

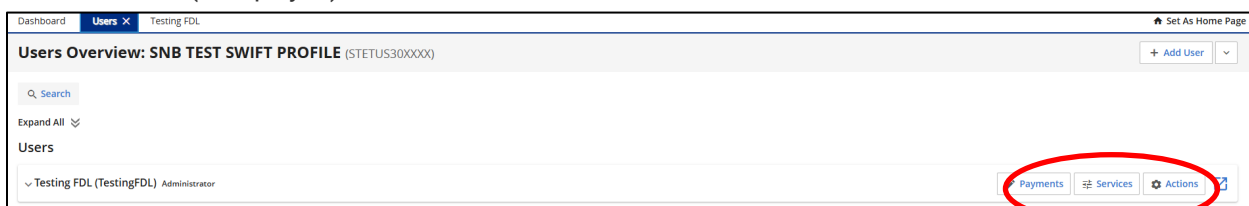
- If the user should be entitled to receive notification on ACH Payment activity, check the **Allow ACH Payment Activity Audit** box.
- Select **Save**.

16. Repeat step 15 until all necessary functions are entitled to the user.

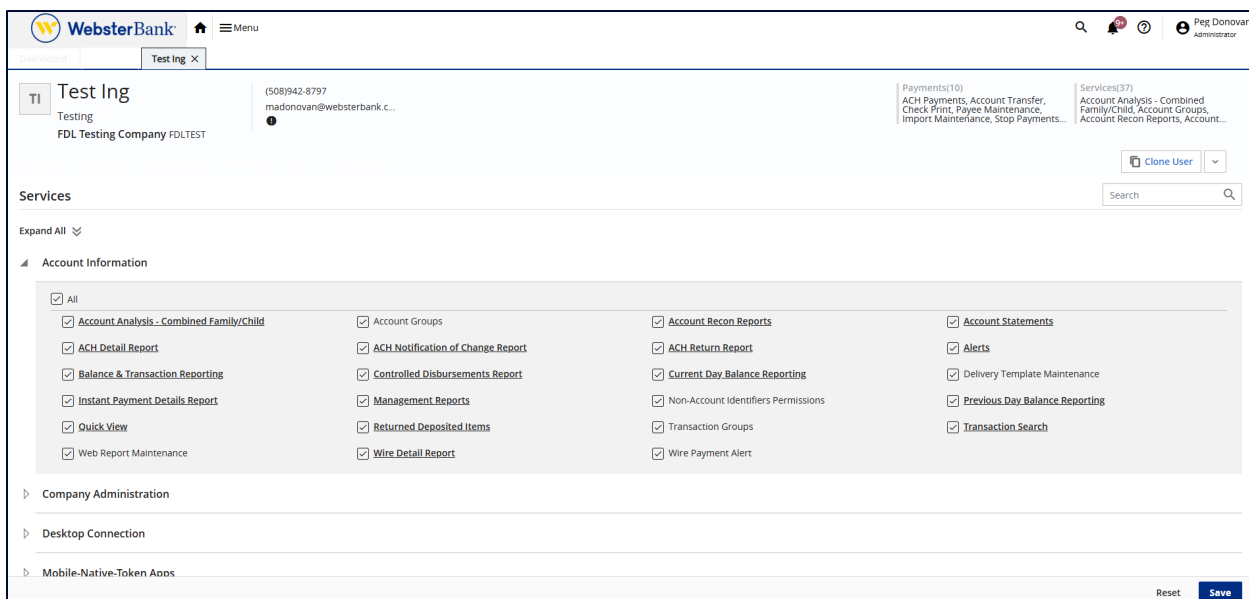
17. Return to the **User** screen.



18. Select **Services** (if displayed).



19. The **Services** tab will be displayed.



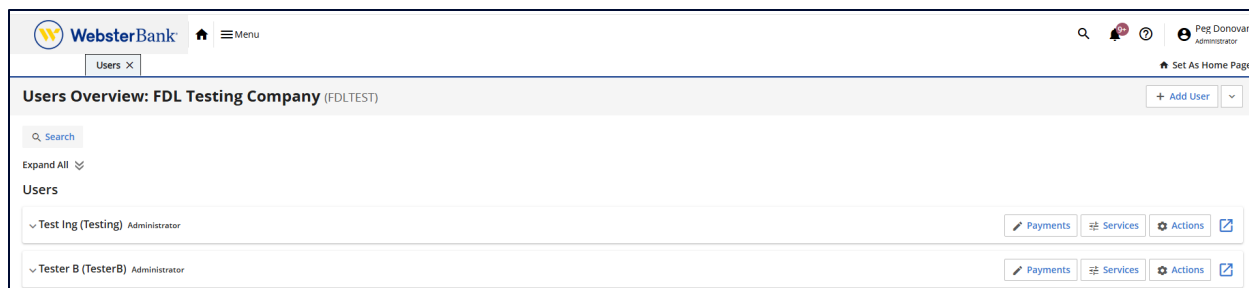
- Under each category on this tab will be a selection of services, administrative functions, connections and acknowledgement. Select the appropriate options under each category for this user.

20. Once all appropriate entitlements are selected, select **Save**.

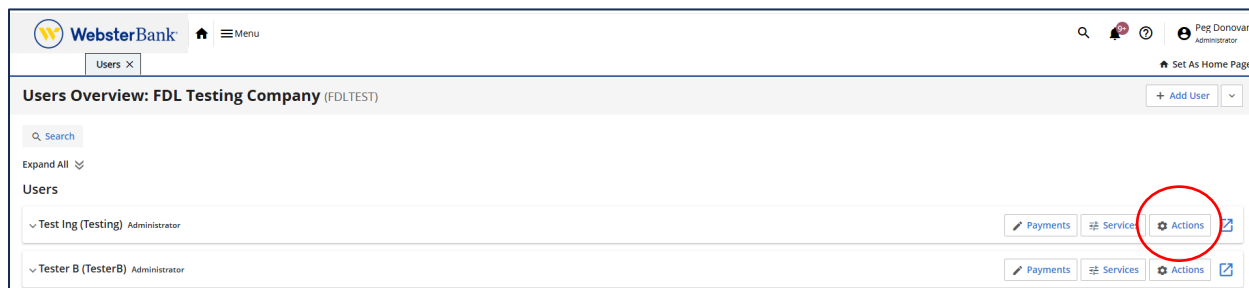
21. Exist the user then select **Services** again.

22. A link will appear for the all the features entitled to the user, select each link to add accounts or other entitlements.

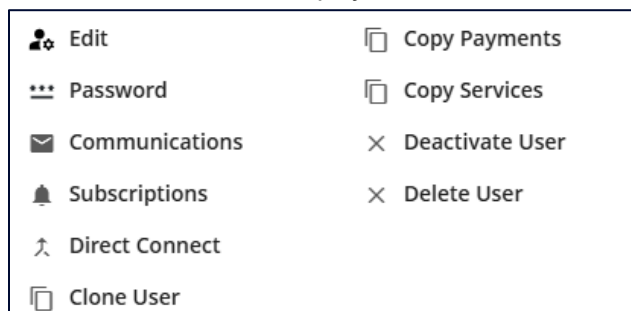
23. Return to the **User** screen.



24. Select **Actions**.

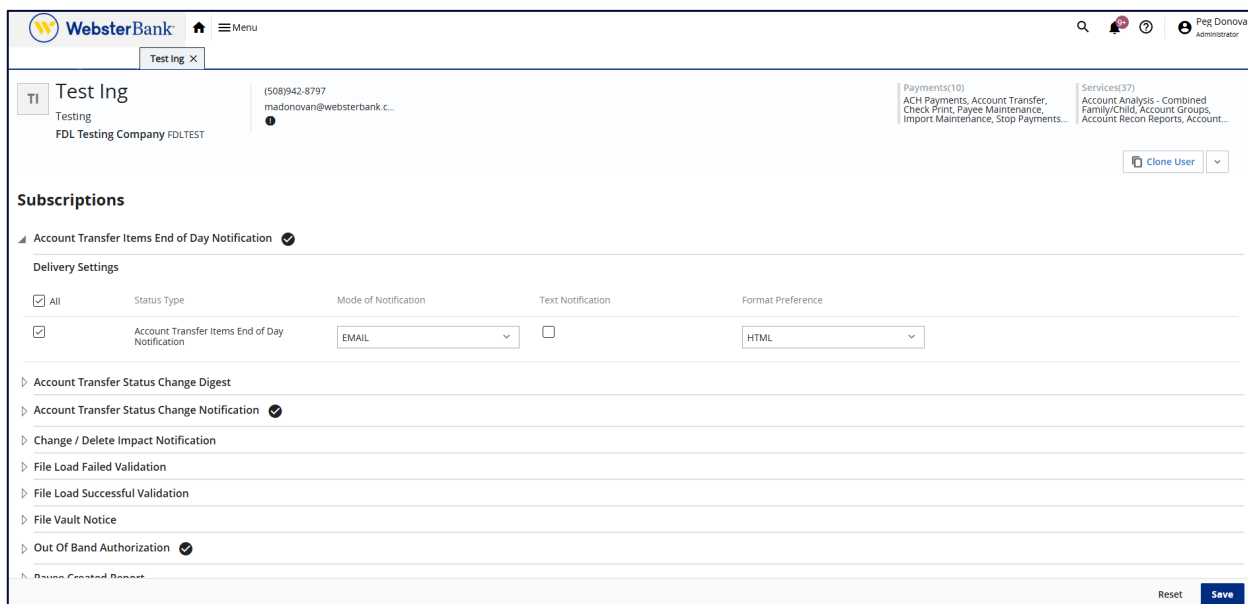


25. A list of features will be displayed.



26. Select the appropriate feature for this user. For example **Subscriptions**.

- Select the **Subscription** from the menu and the **Subscriptions** screen will be displayed.

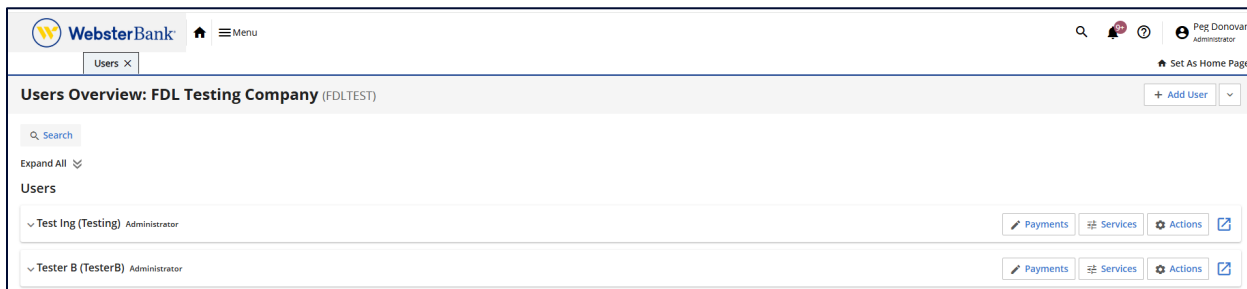


- Under each category on this screen will be a selection of Subscription (notifications) that may be assigned to the user. You can select to receive subscriptions via email or text message. You may also select the format HTML, PDF, Encrypted PDF for Text.

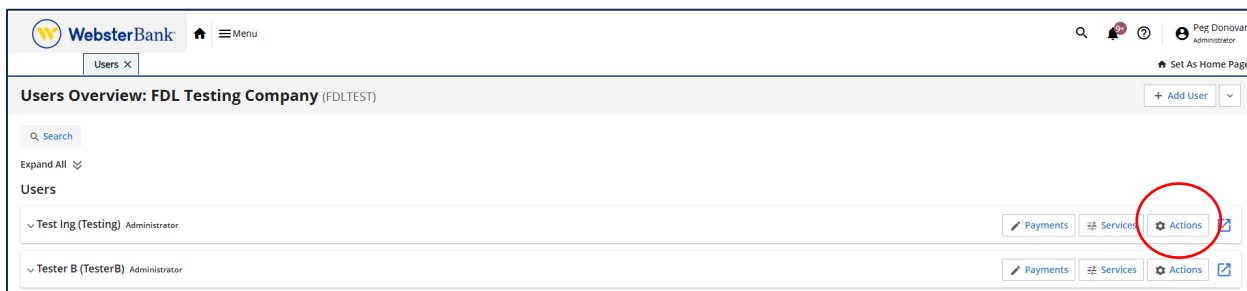
Note: The users may also setup their own Subscriptions.

27. Once are necessary **Subscriptions** are selected select **Save**.

28. Return to the **User** screen.

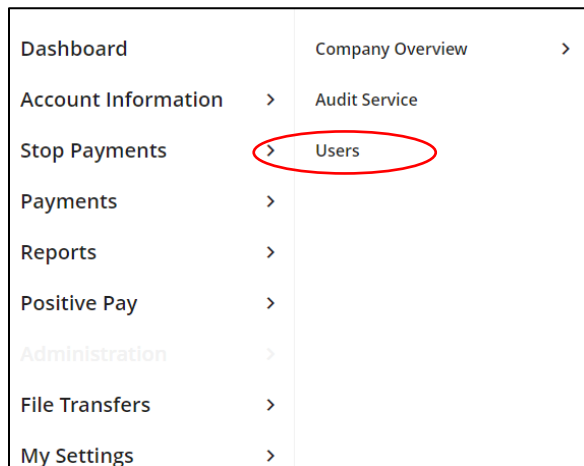


29. Select **Actions** and repeat steps 23 – 26 until all necessary **Actions** are enabled for the user.

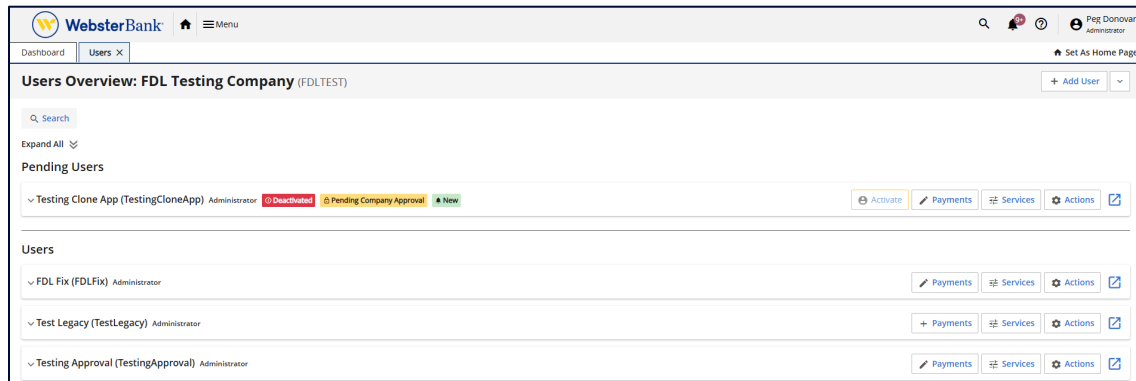


CLONE USER

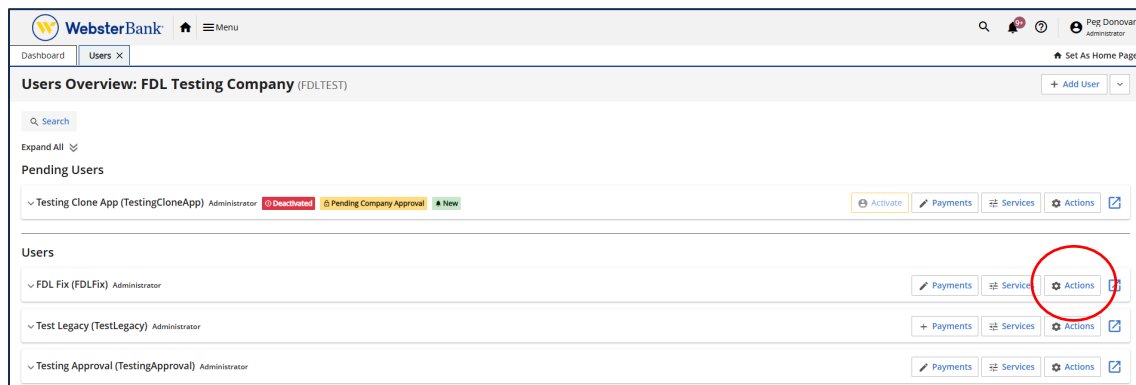
- From the main menu, select **Administration > Users**.



- The **User Overview** screen will be displayed.



- The **User Overview** screen will be displayed.



- Select a user to clone and select **Actions**.

5. A list of features will be displayed.

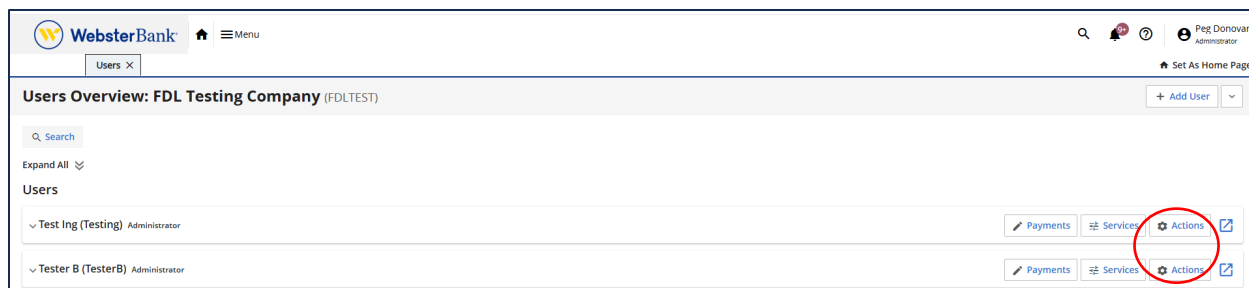
Edit	Copy Payments
Password	Copy Services
Communications	Deactivate User
Subscriptions	Delete User
Direct Connect	
Clone User	

6. Select **Clone User**.

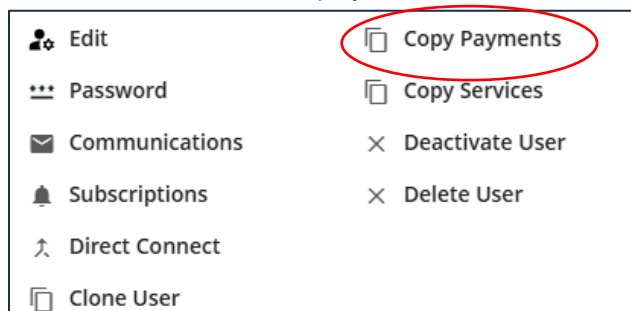
7. The **Create User** screen will be displayed. Complete the required fields mark with an asterisk (*).

8. Select **Enable Text Messages** if the user will receive Text Messages.
9. Accept the **Terms and Conditions**.
10. Create a temporary password for the new user in the **Enter a Temporary Password** and **Re-enter a Temporary Password** fields.
11. Once all of the necessary fields are completed, select **Save**.
Note: If the user is being setup with Text Messaging they will receive an enrollment text. They must follow the setup instructions in the text message to complete the enrollment.
12. Return to the **User** screen.

13. Select **Actions** for the new cloned user.

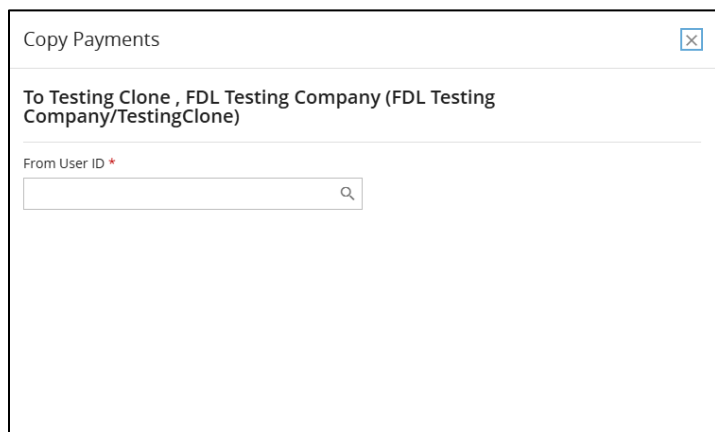


14. A list of features will be displayed.



15. Select **Copy Payments**.

16. In the **From User ID** search for a user to copy Payments.



17. Select **Copy account permissions of (user name)**.

Copy Payments

To Testing Clone , FDL Testing Company (FDL Testing Company/TestingClone)

From User ID *

Tester

Copy payments permissions From Tester

Copy Additional Permissions

☐ Copy account permissions From Tester

Cancel Save

18. Select **Save**.19. A confirmation box will be displayed. Select **Yes**.

Confirm Copy Payment

All selections made will be overridden. Are you sure you want to continue?

No Yes

20. All of the payment modules, accounts and limits will be created.

WebsterBank

Testing Clone

TC Testing Clone

FDL Testing Company FDLTEST

(508)942-8797
madonovan@websterbank.c...

Payments(11)
ACH Payments, Wire Transfer,
Account Transfer, Check Print, Payee
Maintenance, Import Maintenance,...

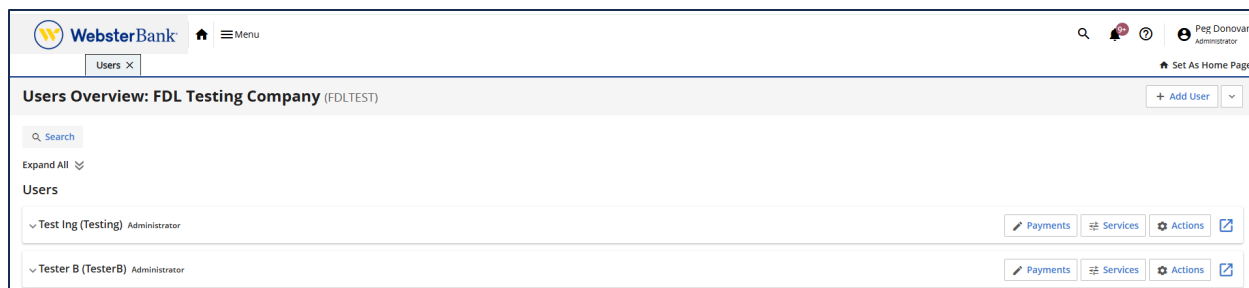
Services(0)

Clone User

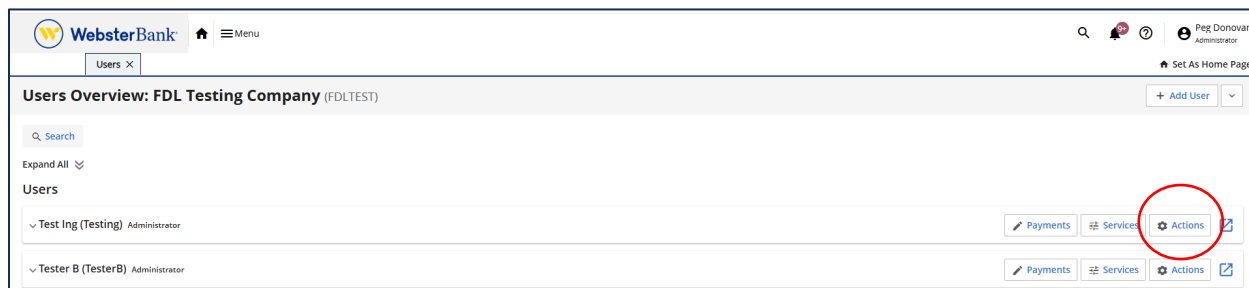
Payments & Limits

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	Manual Entry, Edit, Reject, Cancel, Reverse Default Accounts & Permissions Daily Count 999999 Daily Amount \$1,000.00 Single \$1,000.00		Confidential User Enabled
Wire Transfer	Manual Entry, Edit, Reject, Cancel Default Accounts & Permissions Transaction Per Account \$9,999,999.99 Daily Amount \$99,999,999.99 Daily Count 999999 Single \$99,999,999.99	Default Accounts & Permissions Minimum -- Maximum --	Maintenance Enabled Service Administration Enabled Activity Audit Enabled
Account Transfer	Manual Entry, Edit, Reject, Cancel Transaction File Import Enabled Default Accounts & Permissions Transaction Per Account \$99,999,999.00 Daily Amount \$99,999,999.00 Daily Count 999999 Single \$99,999,999.00	Default Accounts & Permissions Minimum -- Maximum --	Maintenance Enabled Service Administration Enabled Activity Audit Enabled

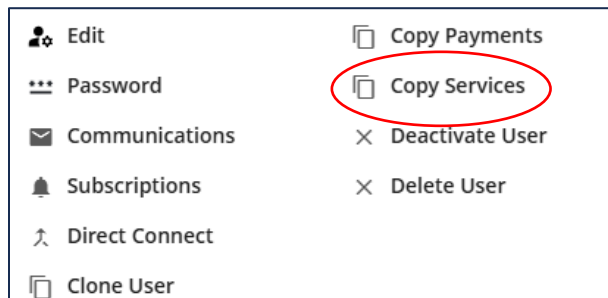
21. Return to the **User** screen.



22. Select **Actions** for the new cloned user.

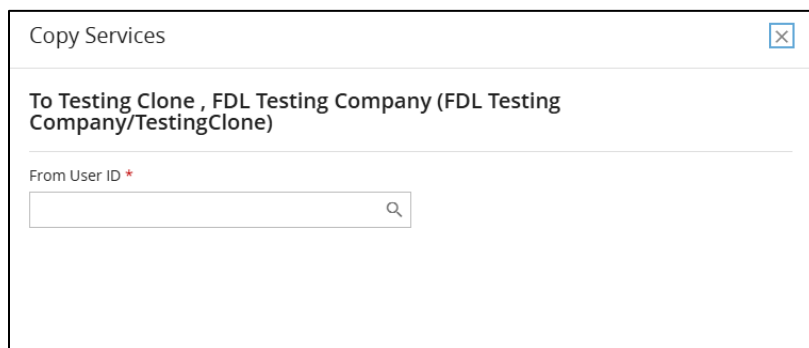


23. A list of features will be displayed.



24. Select **Copy Services**.

25. Select a user to copy services in the **From User ID** field.



26. Select **Copy account permissions from (User ID)**.

Copy Services

To Testing Clone, FDL Testing Company (FDL Testing Company/TestingClone)

From User ID *

Tester

Copy service permissions From Tester

Copy account permissions

☐ Copy account permissions From Tester

Cancel Save

27. Select **Save**.

28. All services will be copied to the cloned user.

WebsterBank

Testing Clone

TC TestingClone (508)942-8797 madonovan@websterbank.c...

Payments(11)
ACH Payments, Wire Transfer, Account Transfer, Check Print, Payee Maintenance, Import Maintenance,...

Services(22)
Account Analysis - Combined Family/Child, Account Groups, Account Recon Reports, Account Statements, ACH Detail Report, ACH Notification of Change Report, ACH Return Report, Alerts, Balance & Transaction Reporting, Controlled Disbursements Report, Current Day Balance Reporting, Delivery Template Maintenance, Instant Payment Details Report, Management Reports, Non-Account Identifiers Permissions, Previous Day Balance Reporting, Quick View, Returned Deposited Items, Transaction Groups, Transaction Search, Web Report Maintenance, Wire Detail Report, Wire Payment Alert

Clone User

Services

Expand All

Account Information

All

Account Analysis - Combined Family/Child

ACH Detail Report

Balance & Transaction Reporting

Instant Payment Details Report

Quick View

Web Report Maintenance

Account Groups

ACH Notification of Change Report

Controlled Disbursements Report

Management Reports

Returned Deposited Items

Wire Detail Report

Account Recon Reports

ACH Return Report

Current Day Balance Reporting

Non-Account Identifiers Permissions

Transaction Groups

Wire Payment Alert

Account Statements

Alerts

Delivery Template Maintenance

Previous Day Balance Reporting

Transaction Search

Company Administration

Desktop Connection

Mobile-Native-Token Apps

Reset Save

29. Return to the **User** screen.

WebsterBank

Users Overview: FDL Testing Company (FDLTEST)

+ Add User

Search

Expand All

Users

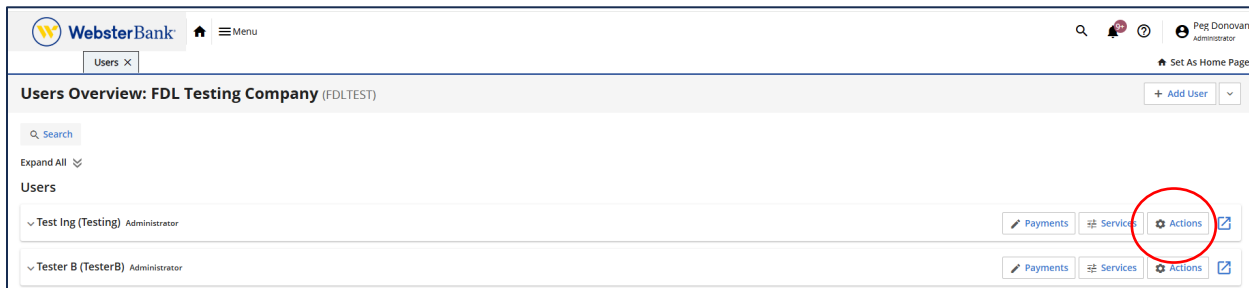
Test Ing (Testing) Administrator

Payments Services Actions

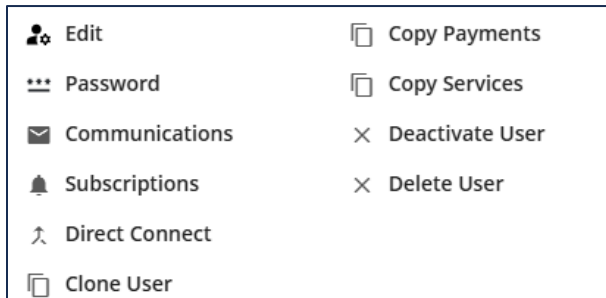
Tester B (TesterB) Administrator

Payments Services Actions

30. Select Actions for the new cloned user.

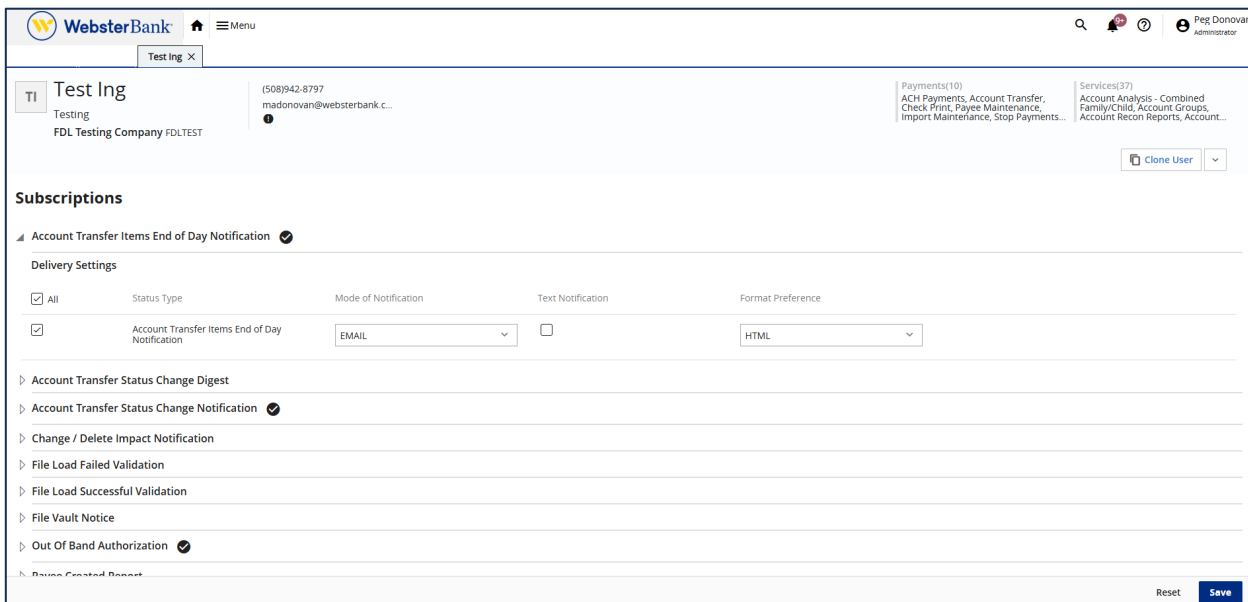


31. A list of features will be displayed.



32. Select other features for this user. For example **Subscriptions**.

- Select the **Subscription** from the menu and the **Subscriptions** screen will be displayed.

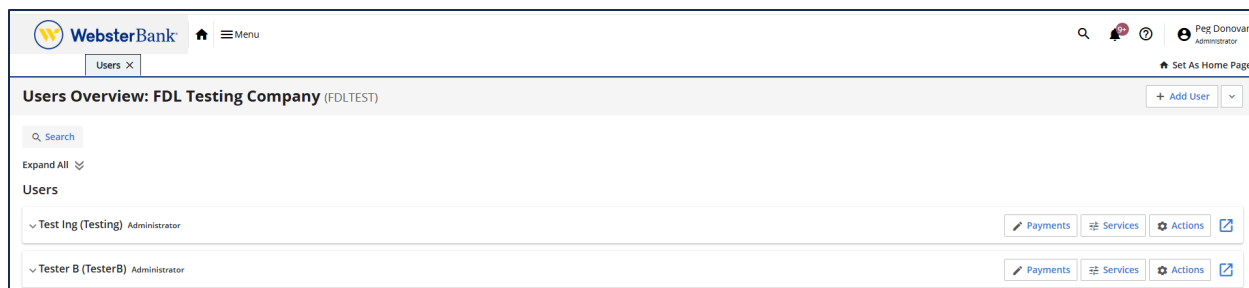


- Under each category on this screen will be a selection of Subscription (notifications) that may be assigned to the user. You can select to receive subscriptions via email or text message. You may also select the format HTML, PDF, Encrypted PDF for Text.

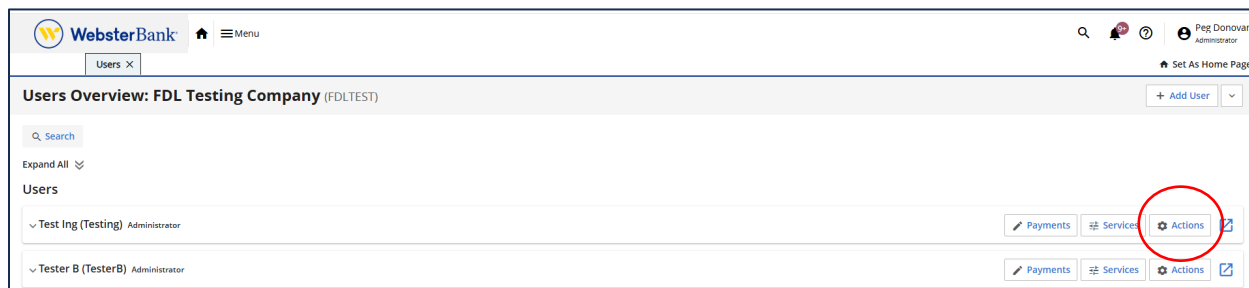
Note: The users may also setup their own Subscriptions.

33. Once are necessary **Subscriptions** are selected select **Save**.

34. Return to the **User** screen.

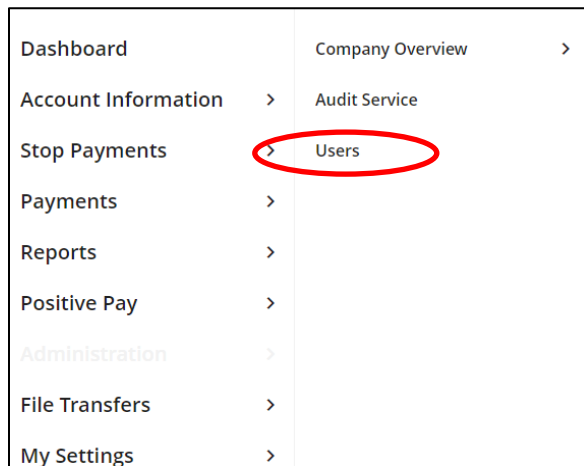


35. Select **Actions** and repeat steps 24 – 32 until all necessary **Actions** are enabled for the user.

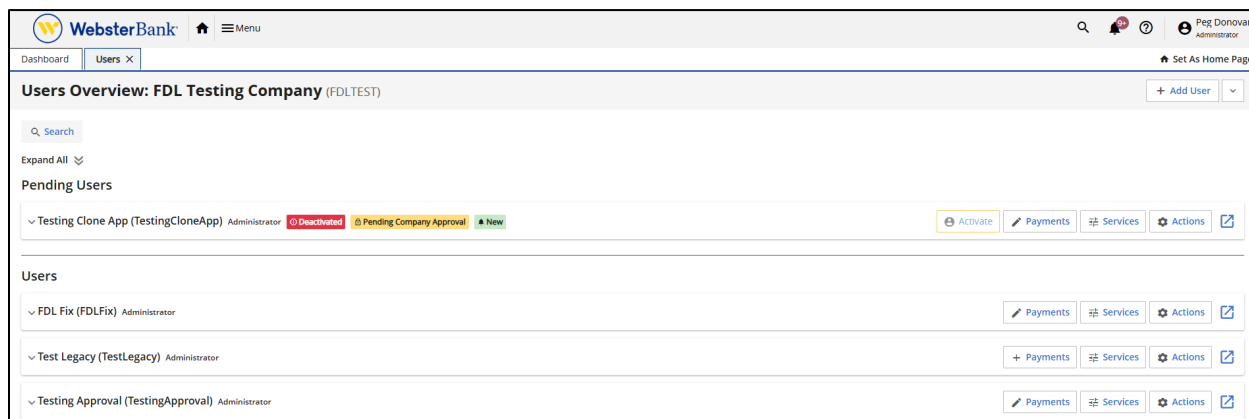


EXISTING USER

- From the main menu, select **Administration > Users**.



- The **User Overview** screen will be displayed.



- Select the **Payments, Service** or **Actions** buttons to view/edit any of these features.

- **Payments** includes:
 - Stop Payments
 - ACH Payments
 - Manage Payees
 - Check Positive Pay
 - Wire Transfer
 - Account Transfer
 - Import Maintenance
 - Integrated Payables
 - Payment Setup

- **Services** include:
 - Account Information
 - Company Administration
 - Desktop Connections
 - Mobile–Native-Token App
 - Secure File Transfer
 - Default
- **Actions** include:
 - Edit (Contact Information)
 - Password
 - Communications
 - Subscriptions
 - Clone User
 - Copy Payments
 - Copy Services
 - Deactivate User
 - Delete User

Note: *The Activate button will only display next to Deactivated user.*

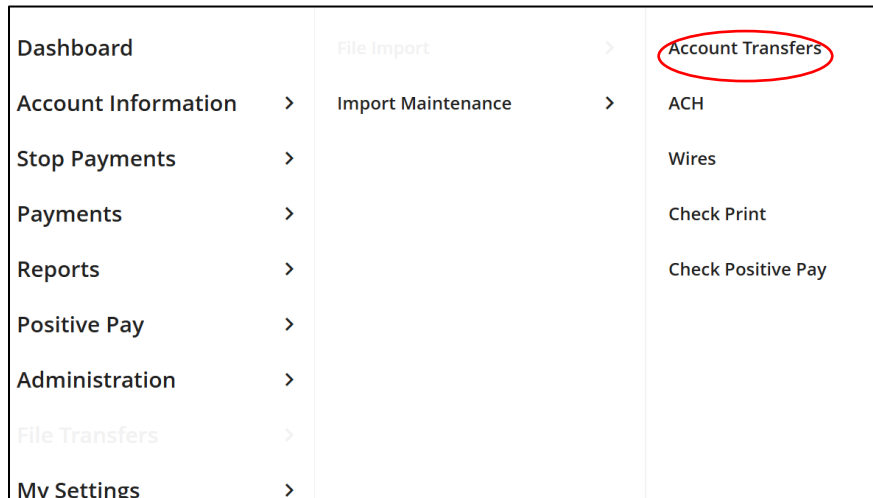
4. Once edits are made on a specific feature, scroll to the bottom of the page and select **Save**.

File Transfer

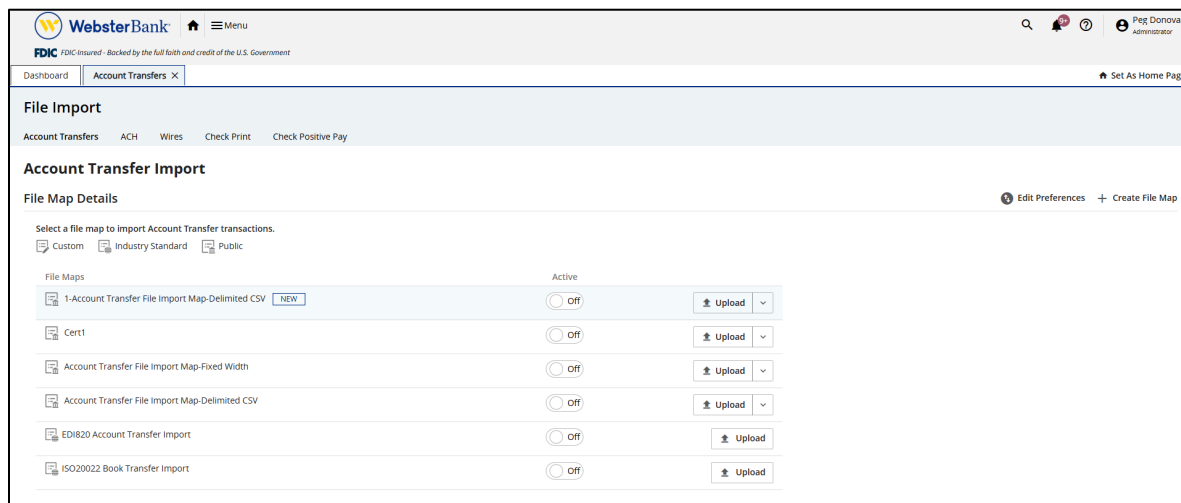
File Import

ACCOUNT TRANSFERS

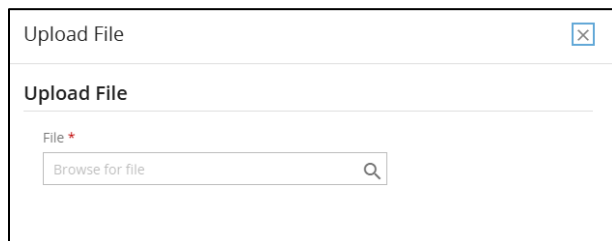
- From the main menu, select File Transfer > File Import > Account Transfers.



- The **Data Import for ACH Transaction Import** screen will be displayed.



- A list of import formats will be displayed.
- Select the **Upload** button next to the appropriate file format.
- Browse for the correct file.



- Select **Upload** at the bottom of the page.

7. The **File Load Validation** screen will be displayed. If there are any issues with the file they will be noted on this screen.

The screenshot shows the 'Account Transfer Import' window with the 'File Load Complete Validation' section. It contains three columns of data: Load Event Report, Transmission Data, and Report Date/Time. The Load Event Report includes details like Batch ID (20250918-70), File Size (33 bytes), Data Type (ATIMPORT), Load Time (Sep 18, 2025 11:06:49 AM EDT), Last Update Time (Sep 18, 2025 11:06:49 AM EDT), and Status (File validated). The Transmission Data includes Receiving Bank (Webster Bank, N.A.-CERT), Transmitting Company (FDLTEST), Transmitting User (peg), Received Date/Time (Sep 18, 2025 11:06:49 AM EDT), Data Validation and Processing Service ID (ATIMPORT), Upload Method (Web), and Status (Complete). The Report Date/Time is Sep 18, 2025 11:06:49 AM EDT. Below these sections, there are two rows of information: 'Sep 18, 2025 11:06:49 AM EDT Information Overridden file mapper specified by user' and 'Sep 18, 2025 11:06:49 AM EDT Information Using file mapper: Testing FDL A/T Mapping'. An 'OK' button is at the bottom right.

8. Select **OK** at the bottom of the screen.

9. Select the menu icon.

The screenshot shows the WebsterBank dashboard. The top navigation bar includes the WebsterBank logo, a home icon, a menu icon (three horizontal lines), and a user profile icon. The menu icon is circled in red. Below the navigation bar, there are tabs for 'Dashboard', 'Account Transfers', and 'Current Activity'. The 'Account Transfers' tab is selected, showing a sub-tab for 'File Import'. Below this, there are links for 'Account Transfers', 'ACH', 'Wires', 'Check Print', and 'Check Positive Pay'. The 'Account Transfer Import' section is visible, with a link for 'File Map Details'. At the bottom right, there are links for 'Edit Preferences' and 'Create File Map'.

10. Select **Payments**.

11. Select **Payment Activity**.

12. Select **Current Activity**.

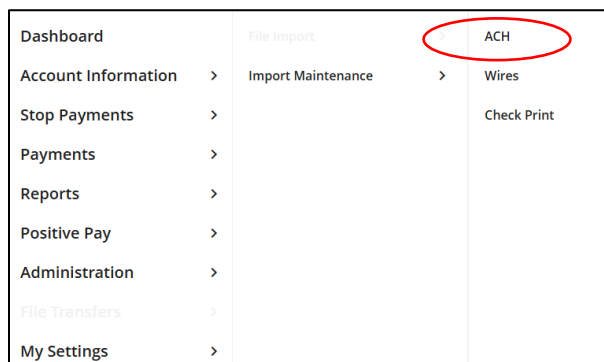
13. Select the **Account Transfer** heading and the list of imported Account Transfers will be displayed.

The screenshot shows the WebsterBank 'Payment Activity' screen. The top navigation bar includes the WebsterBank logo, a home icon, a menu icon, and a user profile icon. The 'Current Activity' tab is selected, showing a sub-tab for 'Payment Activity'. Below this, there are links for 'Current Activity', 'Future Payments', 'Payment History', 'Recurring Transfers', and 'Approvals'. The 'Current Activity Summary' section shows a table with columns for Status, ALL TRANSACTIONS, ACH Payments, Wire Transfers, Check Payments, and Account Transfers. The 'Account Transfers' column is circled in red. Below this, there is a 'Current Activity Details' section with a table showing transaction details. The table has columns for Date, Transaction Info, Amount, Status, and Payment Info. The first row shows a transaction on 09/18/2025 with a transaction ID of ATR-00439299, an amount of \$0.25, a status of 'Completed', and a payment info of 'From Account *5480 - CHECKING (Test 2) To Account *4253 - CHECKING (Test 1)'. The initiator is Peg Donovan (FDLTEST / peg).

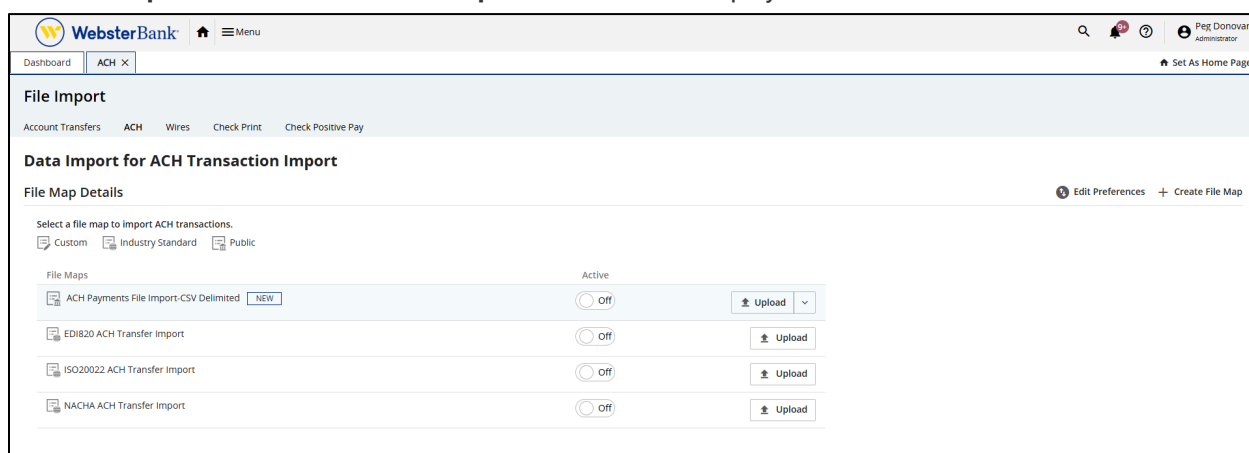
14. Depending on user entitlements a secondary user may need to approve the transactions.

ACH

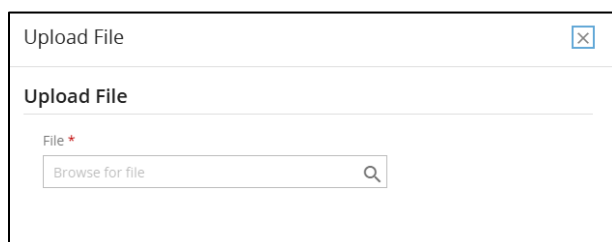
- From the main menu, select **File Transfer > File Import > ACH**.



- The **Data Import for ACH Transaction Import** screen will be displayed.



- A list of import formats will be displayed.
- Select the **Upload** button next to the appropriate file format.
- Browse for the correct file.



- Select **Upload** at the bottom of the page.

7. The **File Load Validation** screen will be displayed. If there are any issues with the file they will be noted on this screen.

ACH Transaction Import

WebsterBank

File Load Complete Validation

Load Event Report		Transmission Data		Report Date/Time	
FDL - Test ACH Import File.txt				Sep 22, 2025 9:41:54 AM EDT	
Batch ID	20250922-42	Receiving Bank	Webster Bank, N.A.-CERT	Filename	FDL - Test ACH Import File.txt
File Size	460 bytes	Transmitting Company	FDLTEST	Batch ID	20250922-42
Data Type	ACHPAYMENTSIMPORT	Transmitting User	peg	File Size	460 bytes
Load Time	Sep 22, 2025 9:41:54 AM EDT	Received Date/Time	Sep 22, 2025 9:41:54 AM EDT	Critical Items	0
Last Update Time	Sep 22, 2025 9:41:54 AM EDT	Data Validation and Processing Service ID	ACHPAYMENTSIMPORT	Informational Items	14
Status	File validated	Upload Method	Web	Warning Items	1
File Details		Status		Complete	
File Load Reports		Sep 22, 2025 9:41:54 AM EDT		Information	
File Validation Report		Sep 22, 2025 9:41:54 AM EDT		Information	
				Overridden file mapper specified by user	
				Using custom file mapper: <code>MapAchPaymentsImportMapper</code>	

OK

8. Select **OK** at the bottom of the screen.
9. Select the menu icon.

WebsterBank

Dashboard ACH X

File Import

Account Transfers ACH Wires

Data Import for ACH Transaction Import

File Map Details

Edit Preferences + Create File Map

10. Select **Payments**.
11. Select **Payment Activity**.
12. Select **Current Activity**.
13. Select the **ACH** heading and the list of imported ACH transactions will be displayed.
14. Depending on user entitlements a secondary user may need to approve the transactions.

Edit Preferences

1. Select **Edit Preferences** on the far right-hand side of the screen to **Edit Response Preferences**.

WebsterBank

Dashboard | ACH X

Account Transfers | ACH | Wires | Check Print | Check Positive Pay

Data Import for ACH Transaction Import

File Map Details

Select a file map to import ACH transactions.

Custom | Industry Standard | Public

File Maps	Active	
ACH Payments File Import-CSV Delimited NEW	☐ Off	Upload
EDI820 ACH Transfer Import	☐ Off	Upload
ISO20022 ACH Transfer Import	☐ Off	Upload
NACHA ACH Transfer Import	☐ Off	Upload

Edit Preferences + Create File Map

Edit Response Preferences

EDI 820 Response Preferences

☐ **File Acknowledgement (EDI 997)**
Payments imported via EDI820 can receive an EDI997 File Acknowledgement.

ISO 20022 Response Preferences

☐ **ISO 20022 Acknowledgement**
Transfers imported via ISO 20022 can receive a Payment File Acknowledgement.

NACHA Import Preferences

ACH company 1

Does your file contains offsets?
☒ Yes ☐ No

What offset accounts should we look for in the file?

Account Select Accounts >

No Items Selected.

ACH company 2 - There are no offset accounts setup for this ACH Company.

Cancel Save

2. After edits are made scroll to the bottom of the page and select **Save**.

Create File Map

1. To create a custom File Map, from the far right-hand side of the screen select **Create File Map**.

WebsterBank

Dashboard | ACH X

File Import

Account Transfers | ACH | Wires | Check Print | Check Positive Pay

Data Import for ACH Transaction Import

File Map Details

Select a file map to import ACH transactions.

Custom | Industry Standard | Public

File Maps	Active	
ACH Payments File Import-CSV Delimited NEW	☐ Off	Upload ▼
EDI820 ACH Transfer Import	☐ Off	Upload
ISO20022 ACH Transfer Import	☐ Off	Upload
NACHA ACH Transfer Import	☐ Off	Upload

Edit Preferences **+ Create File Map**

2. Select the **Import Mode**.

Select Import Mode

☐ Full Transaction Import
This map will be used to create full ACH batch transactions.

☐ Partial Template Import
This map can be used to create ACH batch transactions based off of a given template and providing some information about the payee records.

Cancel **Confirm**

3. Select **Confirm**.
4. Complete the following fields:
 - **File Structure** – select **Delimited Text**, **Fixed Format Text** or **XML**
 - What type of field delimiter is used in your file? Example: CSV or Comma.
 - Should blank spaces be ignored?
 - Does your file contain Header or Footer?
 - **File Settings** – enter a Mapper Name

- The user may opt to upload a **Test File**

- Select **Fields** at the bottom of the screen.
- The **Fields** screen will be displayed.

- For each field indicate the Index (column) the information is located.
- After each field is completed select **Next** until all fields are mapped.
- Select **Validate** at the bottom of the screen.
- Select **Review**.

11. The **Review** screen will be displayed. If all information is correct select **Save**.

FDIC FDIC insured - Backed by the full faith and credit of the U.S. Government

Dashboard ACH **Create File Map** ✕

← **Create File Map**

Structure ✓ Fields ✓ Validation ✓ **Review**

Test File

Test File
Browse for file

File Settings

File Structure	Delimited Text	Header / footer structure	None
Delimiter	,		
Ignore blank lines?	true		

Record Data

Field	Type	Required	Source	Details	Substitution Rules
Receiving ABA	ABA	☒	From File	Index: 3	None
Account Number	Text	☒	From File	Index: 4	None
Receiving Account Type	Text	☒	From File	Index: 9	Field Value ~

Cancel

12. The newly mapped file format will be displayed on the **Data Import for ACH Transaction Import** screen.

FDIC FDIC insured - Backed by the full faith and credit of the U.S. Government

Dashboard **ACH** ✕ [Set As Home Page](#)

File Import

ACH Wires Check Print

Data Import for ACH Transaction Import

Successfully saved file map. ✕

File Map Details [Edit Preferences](#) [Create File Map](#)

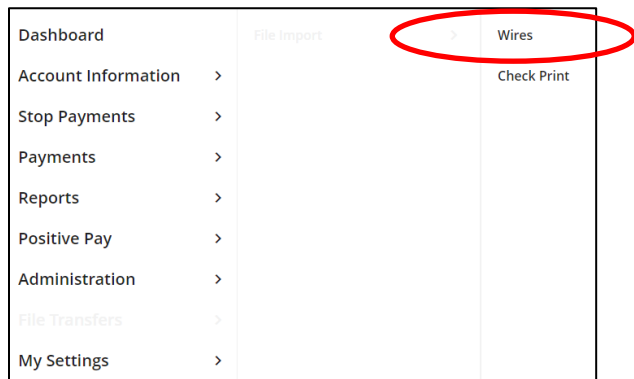
Select a file map to import ACH transactions.

☒ Custom ☐ Industry Standard ☐ Public

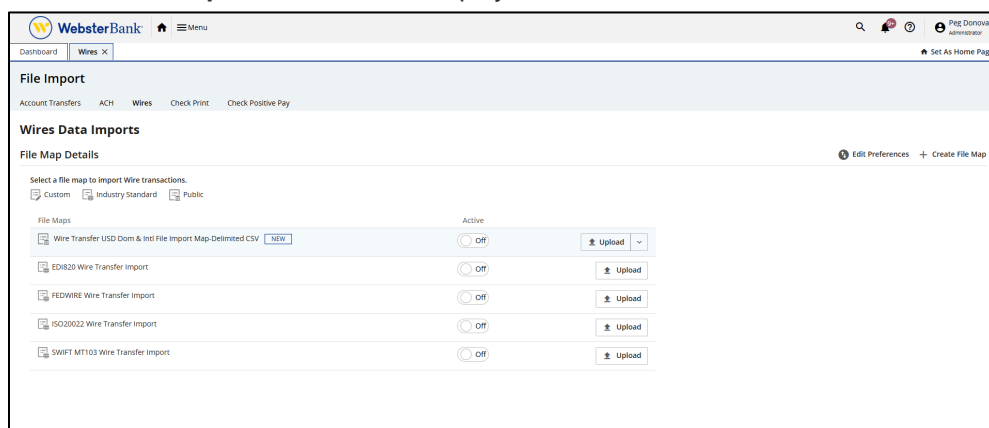
File Maps	Active	
Testing ACH Import Mapping 2 NEW	☒ ON	Upload ▾
ACH Payments File Import.CSV Delimited	☐ OFF	Upload ▾
EDI820 ACH Transfer Import	☐ OFF	Upload
ISO20022 ACH Transfer Import	☐ OFF	Upload
NACHA ACH Transfer Import	☐ OFF	Upload

WIRES

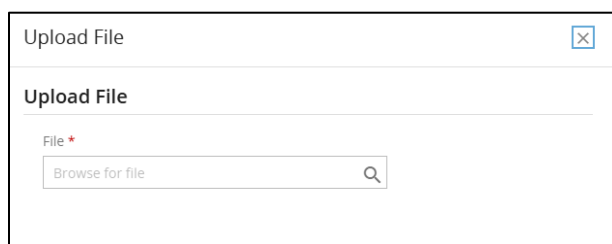
- From the main menu, select **File Transfer > File Import > Wires**.



- The **Wire Data Import** screen will be displayed.



- A list of import formats will be displayed.
- Select the **Upload** button next to the appropriate file format.
- Browse for the correct file.



- Select **Upload** at the bottom of the page.

7. Select **OK** at the bottom of the screen.

The dialog box titled "Wire Transaction Import" displays the following information:

Load Event Report		Transmission Data		Report Date/Time	
FDL - Wire Import Test File B.csv					
Batch ID	20250922-56	Receiving Bank	Webster Bank, N.A.-CERT	Filename	FDL - Wire Import Test File B.csv
File Size	90 bytes	Transmitting Company	FDLTEST	Batch ID	20250922-56
Data Type	WIREIMPORT	Transmitting User	PGS	File Size	90 bytes
Load Time	Sep 22, 2025 10:16:26 AM EDT	Received Date/Time	Sep 22, 2025 10:16:26 AM EDT	Critical Items	6
Last Update Time	Sep 22, 2025 10:16:26 AM EDT	Data Validation and Processing Service ID	WIREIMPORT	Informational Items	15
Status	File failed validation	Upload Method	Web	Warning Items	1
File Details		Status		Failed	
File Load Reports		Sep 22, 2025 10:16:26 AM EDT		Information	
File Validation Report		Sep 22, 2025 10:16:26 AM EDT		Information	
				Overridden file mapper specified by user	
				Using file mapper: Testing Wire Import	

An **OK** button is located at the bottom right of the dialog box.

8. Select the menu icon.

The screenshot shows the WebsterBank dashboard. The top navigation bar includes the WebsterBank logo, a home icon, and a menu icon (three horizontal lines) which is circled in red. Below the navigation bar, the "File Import" section is visible, with tabs for "Account Transfers", "ACH", and "Wires". The "ACH" tab is selected, showing "Data Import for ACH Transaction Import" and "File Map Details".

9. Select **Payments**.
10. Select **Payment Activity**.
11. Select **Current Activity**.
12. Select the **Wire Transfer** heading and the list of imported Wire Transfers transactions will be displayed.
13. Depending on user entitlements a secondary user may need to approve the transactions.

Edit Preferences

1. Select **Edit Preferences** on the far right-hand side of the screen to edit **Response Preferences**.

2. After edits are made scroll to the bottom of the page and select **Save**.
3. To create a custom File Map, from the far right-hand side of the screen select **Create File Map**.

4. Complete the following fields:
 - **File Structure** – select **Delimited Text**, **Fixed Format Text** or **XML**
 - **What type of field delimiter is used in your file?** Example: CSV or Comma.
 - **Should blank spaces be ignored?**
 - **Does your file contain Header or Footer?**
 - **File Settings** – enter a Mapper Name
 - The user may opt to upload a test file
5. Select **Fields** at the bottom of the screen.

6. The **Fields** screen will be displayed.

Dashboard Wires **Create File Map** X

← Create File Map

Structure ✓ Fields Validation Review

Fields

Mandatory Optional

Amount * (Currency)

☒ Data is located in the file ☐ Data is a constant value, but is not located in the file

Next >

Cancel Validate

7. Under the **Mandatory** tab select each category and enter the required information.

- Select **Data is located in file** to map out the specific fields for each category.

Dashboard Wires **Create File Map** X

← Create File Map

Structure ✓ Fields Validation Review

Fields

Mandatory Optional

Payment Date * (Date)

☒ Data is located in the file ☐ Data is a constant value, but is not located in the file

Field Index *

☐ Use the default value when the file does not include the field.

Date Format
yyyyMMdd

Substitution Rules
+ Add Substitution Rule

Default Value
No Default

Cancel Validate

- Select **Data is a constant value, but is not located in the file** to set default information.

Dashboard Wires **Create File Map** X

← Create File Map

Structure ✓ Fields Validation Review

Fields

Mandatory Optional

Payment Date * (Date)

☐ Data is located in the file ☒ Data is a constant value, but is not located in the file

Default Value
No Default

This field is required.

This field is required.

< Previous

Cancel Validate

8. Once all mandatory fields have been mapped select **Validate** at the bottom of the screen.

9. The **Validation** screen will be displayed.

The screenshot shows the 'Create File Map' interface with the 'Validation' step selected. The top navigation bar includes 'Dashboard', 'Wires', and 'Create File Map'. Below the navigation bar, there are four tabs: 'Structure', 'Fields', 'Validation' (selected), and 'Review'. The 'Validation' section is titled 'Validation' and contains an 'Optional' section on the left with a list of fields: 'Amount', 'Exchange Rate', 'Line Count', and 'Record Count'. The 'Amount' field is selected. To the right of the 'Optional' section, there is a section titled 'Amount (Currency)' with two radio buttons: 'Not Specified' (selected) and 'Data is located in the file header or footer'. At the bottom right of the 'Validation' section, there is a 'Next >' button. At the bottom of the screen, there are 'Cancel' and 'Save' buttons.

10. The **Optional** fields will be displayed. The user may select any/all of the Optional fields to add to the mapping format.

11. Select **Review** at the bottom of the screen.

12. Review the file mapping and select **Save** at the bottom of the screen.

The screenshot shows the 'Create File Map' interface with the 'Review' step selected. The top navigation bar includes 'Dashboard', 'Wires', and 'Create File Map'. Below the navigation bar, there are four tabs: 'Structure', 'Fields', 'Validation', and 'Review' (selected). The 'Review' section is titled 'Test File' and contains a 'Test File' section with a 'Browse for file' button and an 'Upload' button. Below the 'Test File' section, there is a 'File Settings' section with a table of settings:

File Structure	Delimited Text	Header / footer structure	Prefixed
Delimiter	csv	Header Prefix	HRD
Ignore blank lines?	true	Record Prefix	TRN
		Footer Prefix	TRL

Below the 'File Settings' section, there is a 'Record Data' section with a table of record data:

Field	Type	Required	Source	Details	Substitution Rules
Amount	Currency	✓	From File	Index: 2 Implied two decimal places: false	None
Beneficiary Address 1	Text	✓	From File	Index: 3	None

At the bottom right of the screen, there are 'Cancel' and 'Save' buttons.

13. The new file mapping will be displayed under the **File Map Details**.

Dashboard **Wires** x Set As Home Page

File Import

[Wires](#) [Check Print](#)

Wires Data Imports

Successfully saved file map. ×

File Map Details

[Edit Preferences](#) [+ Create File Map](#)

[Custom](#) [Industry Standard](#) [Public](#)

File Maps

[Testing File Name](#) [NEW](#) [Edit File Map](#) ▼

[Wire Transfer USD Dom & Intl File Import Map-Delimited CSV](#) [Print](#)

[EDI820 Wire Transfer Import](#)

[FEDWIRE Wire Transfer Import](#)

[ISO20022 Wire Transfer Import](#)

[SWIFT MT103 Wire Transfer Import](#)

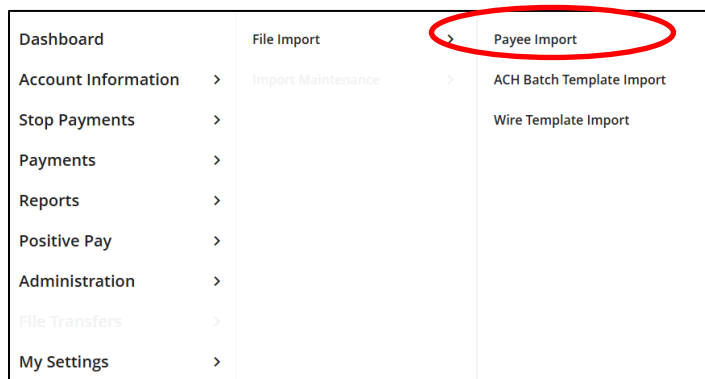
Saved Preferences

Flat File Application Advice

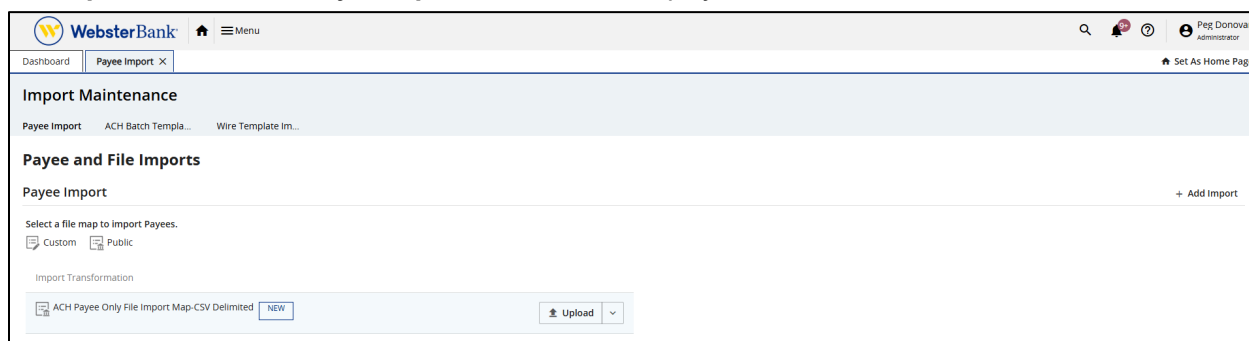
Import Maintenance

PAYEE IMPORT

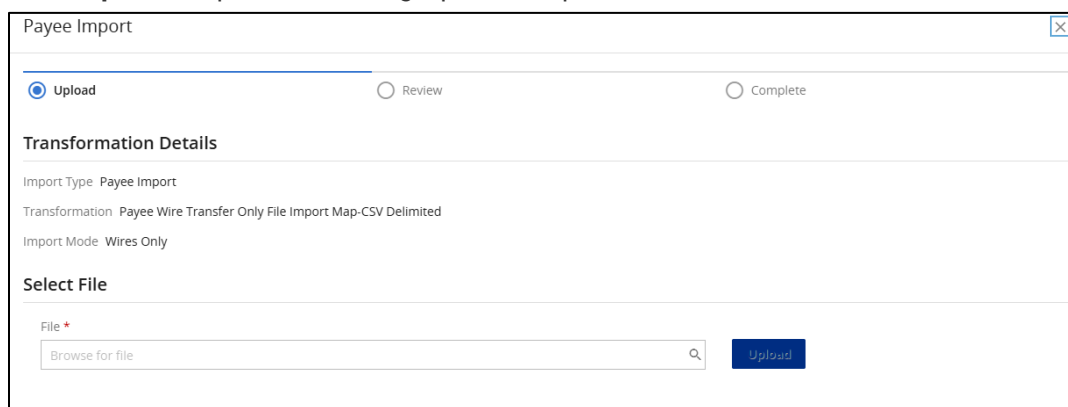
- From the main menu, select **File Transfer > Import Maintenance > Payee Import**.



- The **Import Maintenance, Payee Import** screen will be displayed.



- A list of public import formats will be displayed.
- Select **Upload** to upload a file using a public template.



- Search for the appropriate file and select **Upload**.
- Select **Continue**.

7. The **Transformation Details** screen will be displayed.

Payee Import

☒ Upload
 ☒ Review
 ☐ Complete

Transformation Details

Import Type: Payee Import

Transformation: Testing Payee Import

Import Mode: ACH Only

Validation Log

[INFO] Parsed 1 lines from source file
 [INFO] Parsed 1 records from source file
 [INFO] Source file passed totals validation rules
 [INFO] File completed validation

File Data

Record Count: 1

Record Data

	Payee Name	Payee ID	Payee Type	Display Name	Address 1	Address 2	Address 3	Email Address	Account Name	Account Number	Account Type	Account Currency	Bank ID	Bank Name	PI
1	Tester	Test1	INDIVIDUAL						Testing	123456	CHECKING	USD	026009593		

Cancel **Complete**

8. Select **Complete**.

9. Select the **Menu** icon.

WebsterBank

Dashboard Payee Import X

Import Maintenance

Payee Import ACH Batch Template... Wire Template Im...

Payee and File Imports

Payee Import + Add Import

10. Select **Payments**.
11. Select **Payees**.
12. Select **Manage Payees**.

13. A list of Payees will be displayed.

WebsterBank

Dashboard Payee Import Manage Payees X

Payees

Manage Payees New Payee

Manage Payees

Search Print Create Payee

Display Name	Payee ID	Payee Name	Payee Type	Make Payment
Test1	Test1	Test1	INDIVIDUAL	\$1. Make ACH Payment Edit
Test2	Test2	Test2	BUSINESS	\$1. Make ACH Payment Edit
Tester	Test1	Tester	INDIVIDUAL	\$1. Make ACH Payment Edit
Tester Name	123456	Tester Name	INDIVIDUAL	\$1. Make ACH Payment Edit
Testing	Tester	Testing	BUSINESS	Make Wire Payment Edit

Showing 5 Payees

Add Import

1. Select **+Add Import** to create a customer import file.

The screenshot shows the WebsterBank 'Payee Import' interface. At the top, there's a navigation bar with 'Dashboard' and 'Payee Import X'. Below this, the 'Import Maintenance' section is visible. Under 'Payee and File Imports', there's a 'Payee Import' subsection. A button labeled '+ Add Import' is circled in red on the right side of the page. Below this, there's a section for 'Select a file map to import Payees' with 'Custom' and 'Public' tabs. Under 'Import Transformation', there are two entries: 'Testing Payee Import' with a 'NEW' button and an 'Edit' dropdown, and 'ACH Payee Only File Import Map-CSV Delimited' with an 'Upload' button.

2. The Select Import Mode screen will be displayed.

The 'Select Import Mode' dialog box is shown. It has a title bar with a close button. Inside, there are three radio button options:

- ☐ ACH Only: Input file will contain payees enabled for only ACH transactions
- ☐ Wires Only: Input file will contain payees enabled for only Wires transactions
- ☐ ACH and Wires: Input file will contain payees enabled for both ACH and Wires transactions

 At the bottom, there are 'Cancel' and 'Confirm' buttons. The 'Confirm' button is highlighted.

3. Select the appropriate options: **ACH Only**, **Wires Only** or **ACH and Wire**.
4. Select **Confirm**.
5. Select the appropriate File Structure: **Delimited Text**, **Fixed Width Text** or **XML**.

The 'Create File Map' screen is shown with the 'Structure' tab selected. It has four sub-tabs: 'Structure', 'Fields', 'Validation', and 'Review'. Under 'File Structure', there are three radio button options: 'Delimited Text' (selected), 'Fixed Width Text', and 'XML'. On the right, under 'File Settings', there's a 'Mapper Name' field with a red asterisk, a 'Test File' field with a 'Browse for file' button and a search icon, and an 'Upload' button.

Note: A user may upload a test file but using the Search and Upload fields.

6. Enter the **What field delimited is used in your file?** Example, enter a , (comma) for a CSV formatted file.

The screenshot shows the 'Create File Map' wizard with the 'Structure' tab selected. The 'File Structure' section on the left includes 'File Type' with 'Delimited Text' selected, a 'What field delimiter is used in your file?' input field, and 'Should blank lines be ignored?' with 'Yes' selected. The 'File Settings' section on the right includes a 'Mapper Name' input field with a red asterisk indicating it is required, a 'Text File' section with a 'Browse for file' button, and an 'Upload' button.

7. Select the appropriate option for **Should blank lines be ignored?**
8. Select the appropriate option for **Does your file contain headers or footers?**
9. Under **File Settings** create a **Mapper Name**.
10. Select **Fields**.
11. The **Fields** screen will be displayed. Select each field to map the correct information.

The screenshot shows the 'Create File Map' wizard with the 'Fields' tab selected. The 'Fields' section on the left lists various fields: 'Account Currency' (selected), 'Account Name', 'Account Number', 'Account Type', 'Bank ID', 'Beneficiary Bank Country', 'Beneficiary Country', and 'Beneficiary ID'. Each field has a radio button icon. The 'Mandatory' and 'Optional' tabs are visible. The 'Account Currency' field is expanded, showing two options: 'Data is located in the file' (selected) and 'Data is a constant value, but is not located in the file'. A 'Next >' button is on the right, and 'Cancel' and 'Validate' buttons are at the bottom right.

12. Complete the required information for each field.

The screenshot shows the configuration screen for the 'Account Currency' field. It has a title 'Account Currency * (Text)'. Below the title are two radio buttons: 'Data is located in the file' (selected) and 'Data is a constant value, but is not located in the file'. There is a 'Field Index *' input field. Below it is a checkbox 'Use the default value when the file does not include the field.' followed by a 'Substitution Rules' section with an '+ Add Substitution Rule' button. At the bottom is a 'Default Value' input field.

13. Once all fields are completed select **Validate**. This step is only used when a file is using headers and footers.

14. Verify the information and select **Review**.

15. Verify the information and select **Save**.

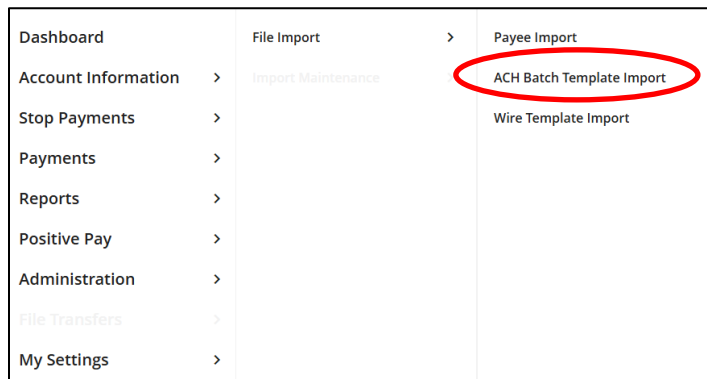
16. The new file will be displayed.

17. Select **Edit** to make any changes.

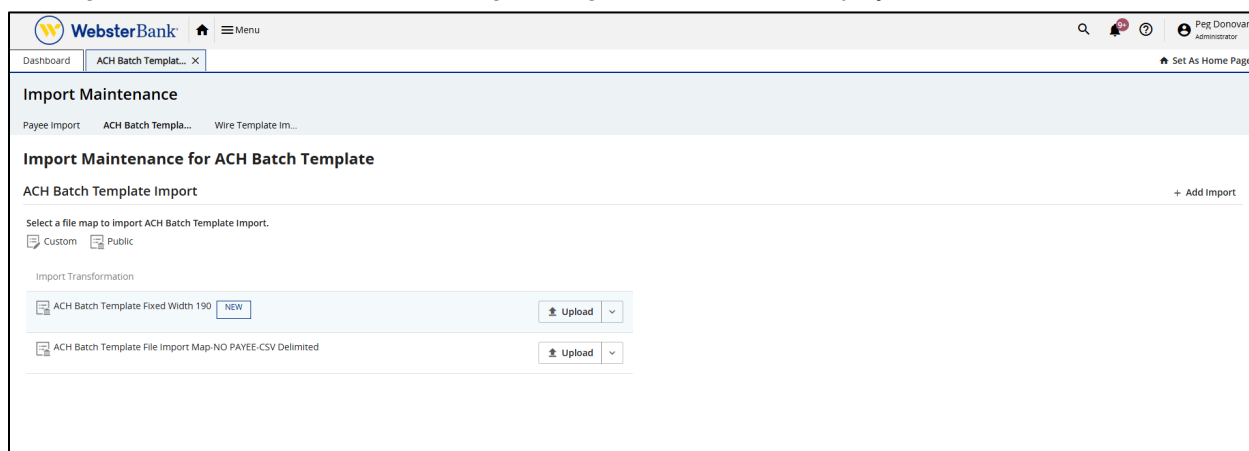
18. Select the drop-down menu to: **Upload** a file, view the **History** of the file or **Delete** the file.

ACH BATCH TEMPLATE IMPORT

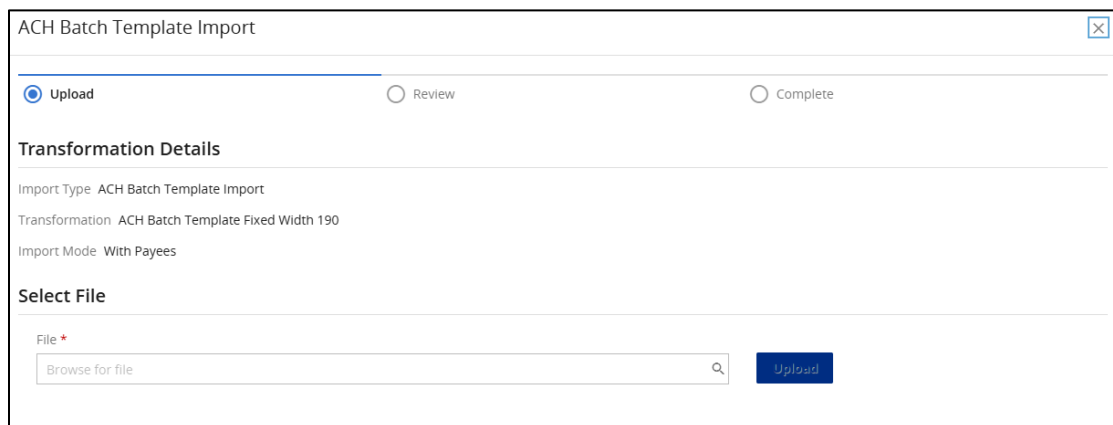
- From the main menu, select **File Transfer > Import Maintenance > ACH Batch Template Import**.



- The **Import Maintenance, ACH Batch Template Import** screen will be displayed.



- A list of public import formats will be displayed.
- Select **Upload** to upload a file using one of those formats.
- The **Transformation Details** screen will be displayed.



- Click on the **File** field to select the appropriate file.
- Select **Upload**.

8. The **Transformation Details** screen will be displayed.

ACH Batch Template Import

☒ Upload
☒ Review
☐ Complete

Transformation Details

Import Type ACH Batch Template Import
Transformation Testing ACH Import Mapping
Import Mode With Payees

Validation Log

[INFO] Parsed 1 lines from source file
[INFO] Parsed 1 records from source file
[INFO] Source file passed totals validation rules
[INFO] File completed validation

File Data

Record Count 1

Record Data

	Payee Name Or ID	Receiving ABA	Receiving Account Number	Debit or Credit	Amount	Addenda
1	Testing	026009593	123456	CREDIT		

Cancel
Complete

9. Select **Complete**.

10. Select the **Menu** icon.

WebsterBank
Menu

Dashboard
ACH Batch Template Import

Import Maintenance

Payee Import
ACH Batch Template Import
Wire Template Import

Import Maintenance for ACH Batch Template

ACH Batch Template Import
Add Import

11. Select **Payments**.

12. Select **ACH Payments**.

13. Select **ACH Batch Templates**.

14. A list of Imported ACH Templates will be displayed.

WebsterBank

Menu

Dashboard

ACH Batch Templat...

ACH Batch Template X

Peg Donovan
Administrator

Set As Home Page

ACH Payments

New ACH Batch

ACH Batch Templa...

ACH Batch Templates

Template Details

Search

Print Report

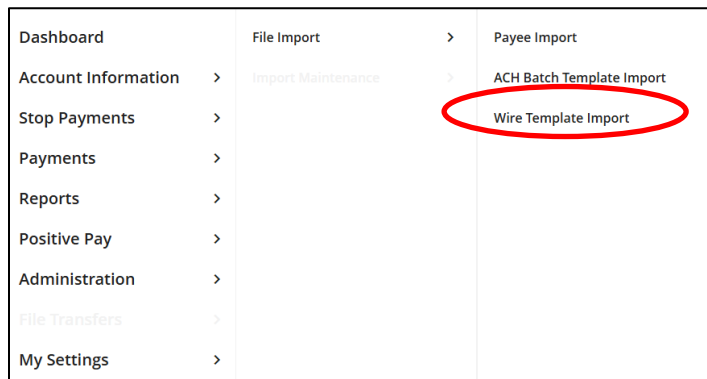
Create Template

Template Name	Batch Type	ACH Company	Status	Last Used	Last Modified
Testing ACH Import Mapping	Individual (PPD)	TEST (7112233455)	Active	-	Sep 22, 2025 1:38 PM EDT by FDLTEST / peg
Testing 1	Individual (PPD)	TEST (7112233455)	Active	09/19/2025	Sep 22, 2025 1:33 PM EDT by FDLTEST / peg
Test Recurring	Business (CCD)	TEST (7112233455)	Active	09/12/2025	Sep 8, 2025 11:06 AM EDT by FDLTEST / peg

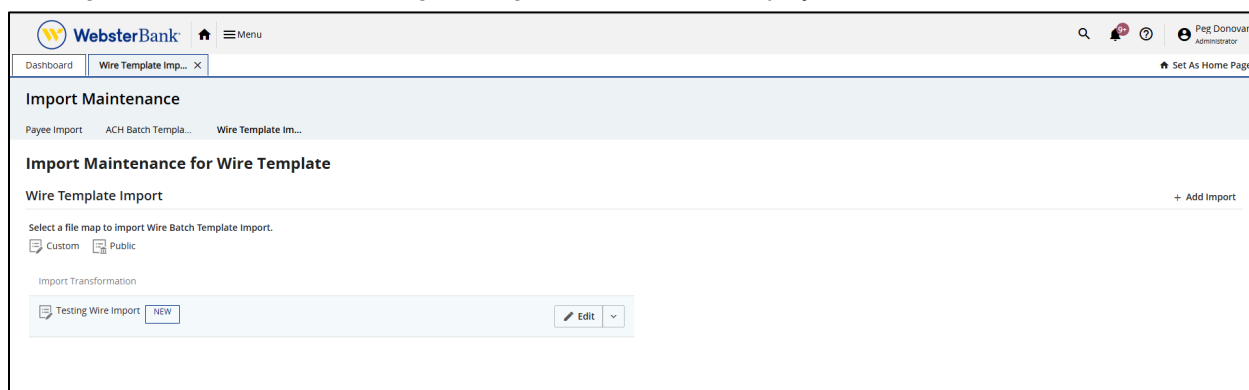
Showing 3 Templates

WIRE TEMPLATE IMPORT

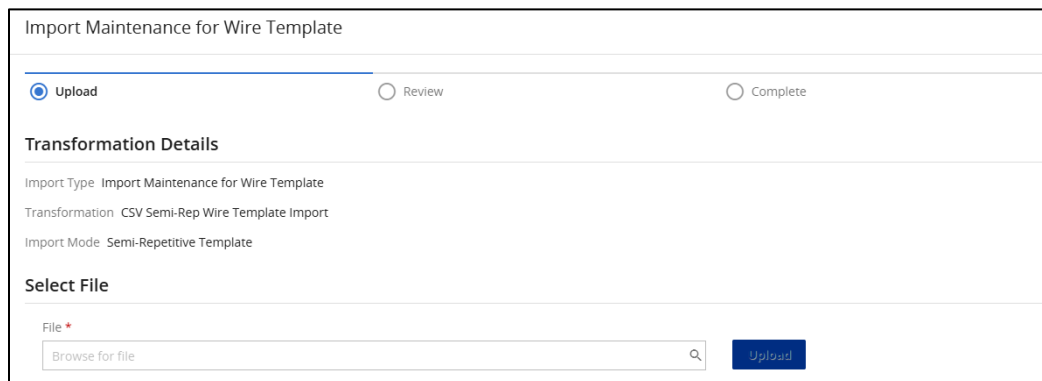
- From the main menu, select **File Transfer > Import Maintenance > Wire Template Import**.



- The **Import Maintenance, Wire Template Import** screen will be displayed.



- A list of public import formats will be displayed.
- Use the drop-down arrow next to **Edit** to select **Upload** to upload a file using one of those formats.
- The **Transformation Details** screen will be displayed.



- Click on the **File** field to select the appropriate file.
- Select **Upload**.

8. The **Transactional Detail** screen will be displayed.

Import Maintenance for Wire Template

☒ Upload
☒ Review
☐ Complete

Transformation Details

Import Type Import Maintenance for Wire Template
Transformation Testing Wire Import
Import Mode Semi-Repetitive Template

Validation Log

[INFO] Parsed 1 lines from source file
[INFO] Parsed 1 records from source file
[INFO] Source file passed totals validation rules
[INFO] Total templates added: 1
[INFO] Total templates skipped: 0
[INFO] Total records handled: 1
[INFO] File completed validation

File Data

Record Count 1

Cancel Complete

9. Select **Complete**.

10. Select the **Menu** icon.

WebsterBank
Menu
Peg Donovan Administrator

Dashboard Wire Template Imp... X
Set As Home Page

Import Maintenance

Payee Import ACH Batch Templa... Wire Template Im...

Import Maintenance for Wire Template

Wire Template Import + Add Import

11. Select **Payments**.

12. Select **Wire Transfers**.

13. Select **Manage Wire Templates**.

14. A list of Imported Wire Transfer Templates will be displayed.

WebsterBank
Menu
Peg Donovan Administrator

Dashboard Wire Template Imp... Manage Wire Tem... X
Set As Home Page

Wire Transfers

New Wire Transfer Manage Wire Tem...

Manage Wire Templates

Search Templates

Search
Print Report Create Template

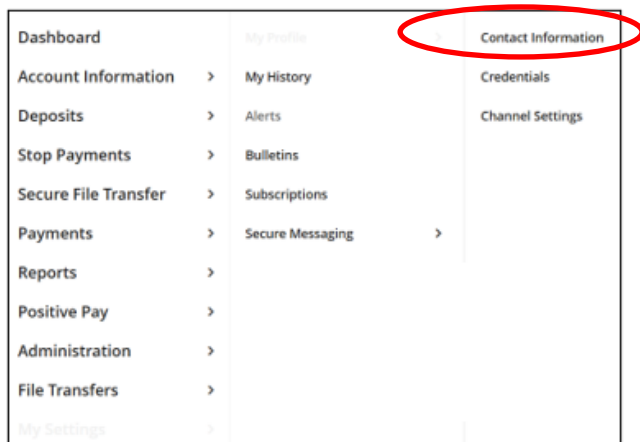
Template Name	Currency	Amount	Wire Type	Template Type	Status	Last Used	Last Modified
Testing Wire Import None Selected		None Selected	Domestic	Semi-Repetitive	Active	Never	Sep 22, 2025 04:11 PM EDT by FDLTEST/peg Edit
Testing 2	USD	\$2.00	Domestic	Repetitive	Active	09/15/2025	Aug 22, 2025 11:09 AM EDT by FDLTEST/peg Edit
Testing 1	USD	\$1.00	Domestic	Repetitive	Active	09/16/2025	Aug 22, 2025 11:08 AM EDT by FDLTEST/peg Edit

My Settings

My Profile

CONTACT INFORMATION

1. From the main menu, select **My Settings > My Profile > Contact Information**.



2. The **Contact Information** screen will be displayed.

WebsterBank | Menu | Peg Donovan Administrator | Set As Home Page

My Profile

Contact Information | Credentials | Channel Settings

Contact Information

User ID: FDLTEST / peg

First Name: Peg

Last Name: Donovan

Desktop Last Login: Never logged in | Test

Email Address: madonovan@websterbank.com | Test

Last modified: Never

Encrypted Report Password: report1234

Phone Number: 5085555555 | Extension: | Test

Last modified: August 06, 2025 at 11:55 AM EDT by FDLTEST / peg

Message: Enabled | Cell Phone Number:

Fax Number: | Test

Business Unit:

Street Address: 1 Main St.

City:

State: MA

Zip or Postal Code: 02726

Country: United States

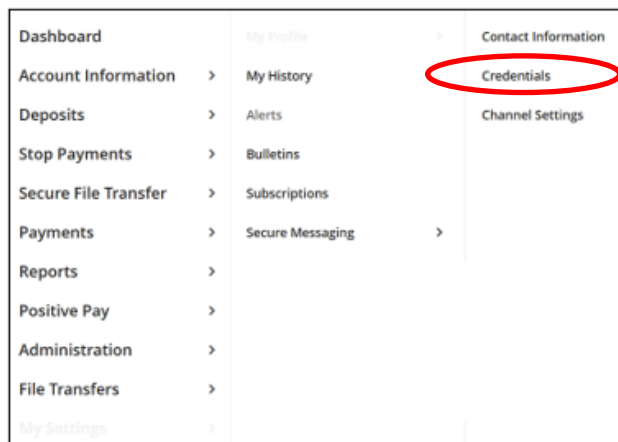
Time Zone:

Cancel | Save

3. A user can edit any of their information on this screen.
4. Scroll to the bottom of the screen and select **Save**.

CREDENTIALS

- From the main menu, select **My Settings > My Profile > Credentials**.



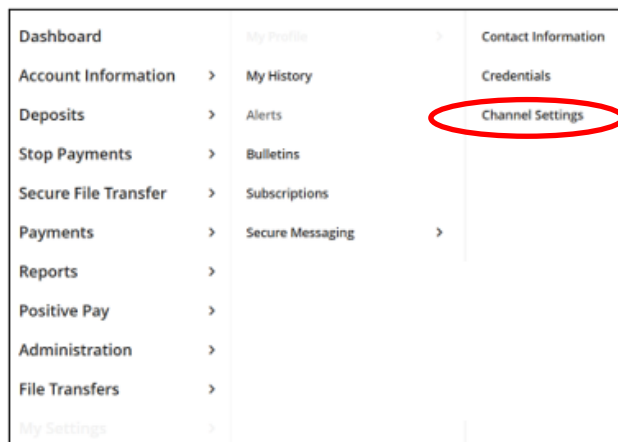
- The **Credentials** screen will be displayed.

 A screenshot of the WebsterBank 'My Profile' page, specifically the 'Credentials' tab. The page has a header with the WebsterBank logo, a home icon, a menu icon, and a user profile icon for 'Peg Donovan, Administrator'. Below the header, there are tabs for 'Contact Information', 'Credentials' (selected), and 'Channel Settings'. The 'Credentials' section is divided into two parts: 'Password Change' and 'Site Verification Settings'. The 'Password Change' section includes three input fields: 'Enter your current password', 'Enter your new password', and 'Re-enter your new password'. Below these fields is a note: 'Password length should be between 15 character(s) to 60 characters. Your password must contain a combination of alphanumeric letters including uppercase and lowercase letter and at least one special character.' The 'Site Verification Settings' section includes a 'Verification Phrase' input field with the value 'Puppy' and a 'Category' dropdown menu set to 'Animals and Wildlife'. At the bottom of the page, there are six small image thumbnails and two buttons: 'Cancel' and 'Update Credentials'.

- A user can change their **Password** or edit their **Site Verification Settings**.
- Scroll to the bottom of the screen and select **Update Credentials**.

CHANNEL SETTINGS

- From the main menu, select **My Settings > My Profile > Channel Settings**.



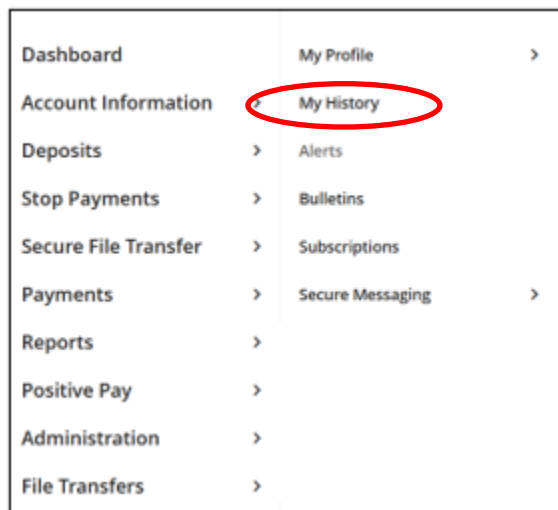
- The **Channel Settings** screen will be displayed.

 A screenshot of the 'Channel Settings' screen. The top header shows the WebsterBank logo and a 'Menu' button. Below the header, there are tabs for 'Dashboard', 'Channel Settings', and 'My Profile'. The 'Channel Settings' tab is active. The main content area is titled 'My Profile' and contains two sections: 'Online Bulletin Service' and 'Text Notification Window'. The 'Online Bulletin Service' section has a checkbox for 'Authorize Bulletin Delivery', a dropdown for 'Bulletin Channel' (set to 'EMAIL'), a dropdown for 'Bulletin Format' (set to 'PDF'), and a checkbox for 'Cell Phone Notification'. The 'Text Notification Window' section has a 'Days of week' section with checkboxes for Monday, Tuesday, Wednesday, and Thursday. Each day has a 'From' and 'To' time range selector, both set to '07:00 AM EDT' to '07:00 PM EDT'. At the bottom right, there are 'Cancel' and 'Save' buttons.

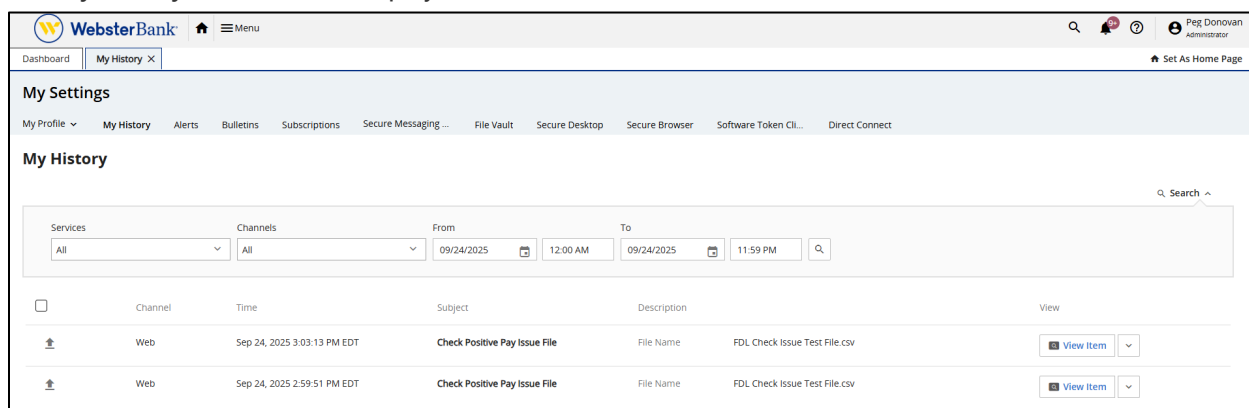
- A user may edit their **Online Bulletin Service** and/or edit their **Text Notification Windows**.
- Scroll to the bottom of the screen and select **Update Credentials**.

My History

- From the main menu, select **My Settings > My History**.

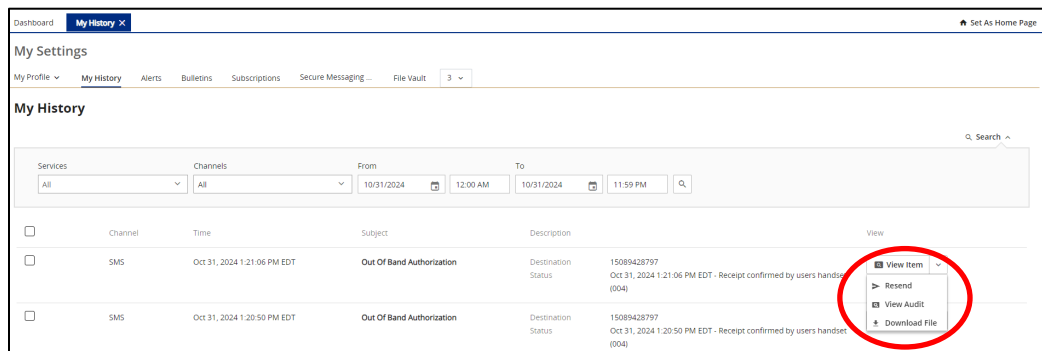


- The **My History** screen will be displayed.



- Using the **Services** drop-down menu the user may select **Alerts, Services** and/or **Subscriptions**.
- Scroll to the bottom of the screens and to **Select**.
- Using the **Channels** drop-down menu the user may select the Channels:
 - Desktop
 - Web
 - Email
 - FTP Delivery
 - FTP Pickup
 - SMS
 - SWIFT FIN
- Scroll to the bottom of the screens and to **Select**.
- Use the **From** calendar icon to select a From date.
- Enter a from time.

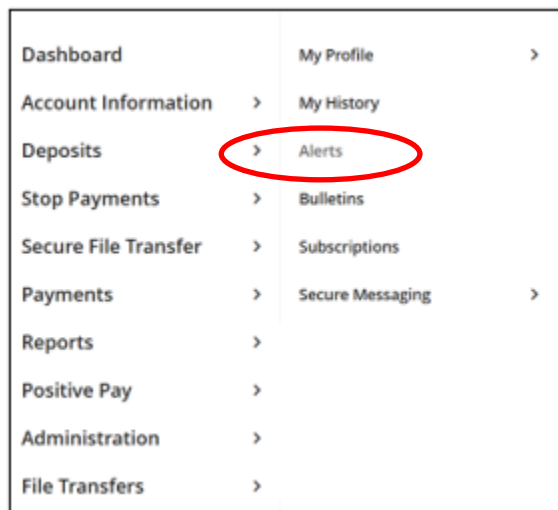
9. Use the **To** calendar icon to select a To Date.
10. Enter a to time.
11. Select the **magnifying glass** to search.
12. A list of matching criteria items will be displayed.
13. Select the drop-down menu next to each transaction.



- View Item
- Resend
- View Audit
- Download File

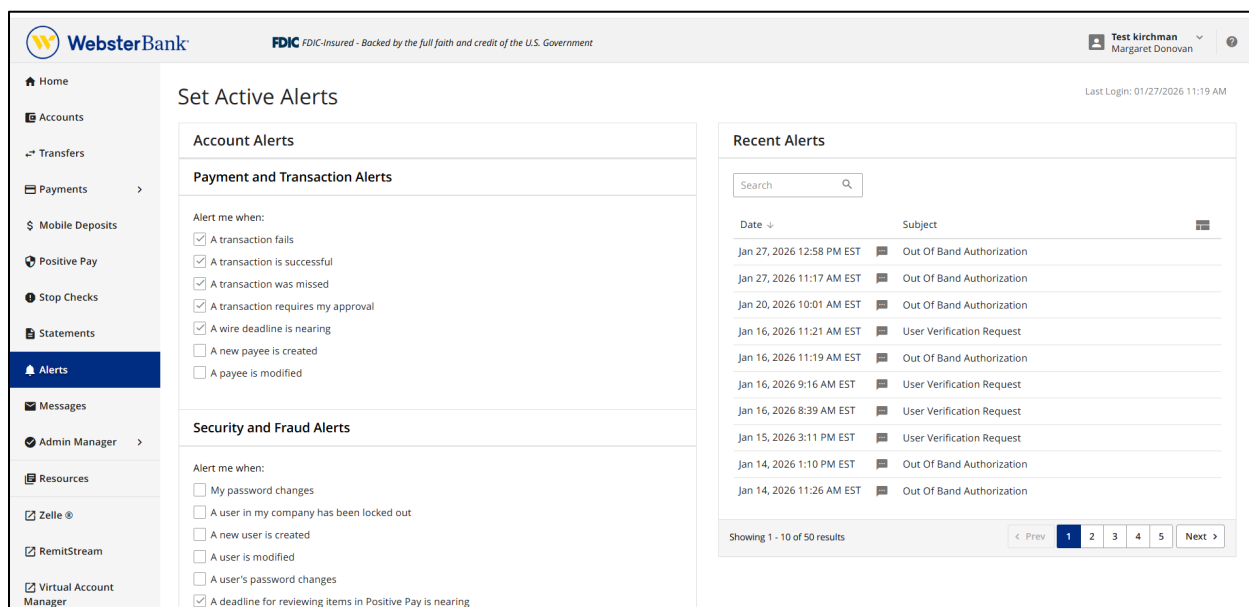
Alerts

- From the main menu, select **My Settings > Alerts**.



- The **Alerts** screen will be displayed.

Old:



New:

WebsterBank

Dashboard Alerts X

My Settings

My Profile My History Alerts Bulletins Subscriptions Secure Messaging... File Vault Secure Desktop Secure Browser Software Token CIL... Direct Connect

Manage Alerts

High Balance Alert + Alert

Account	Rule	Mode of Notification	Format Preference
There are no alerts for this alert type.			

Incoming Instant Payment Notification + Alert

Incoming Wire Notification + Alert

Low Balance Alert + Alert

Outgoing Wire Notification + Alert

Reset Save Changes

3. A user may select the **+Alert** next to the appropriate **Alert**.
4. Each Alert has different criteria for the user to enter. However, all Alerts have a **Channels** section for the user to choose how they would like to receive the Alert.
 - For each Alert Channel type the user will choose:
 - HTML
 - PDF
 - Encrypted PDF – Password required to open
 - Text
 - The Channel options are:
 - Email
 - SMS
 - Web

Note: The following Channel options can only support HTML format:

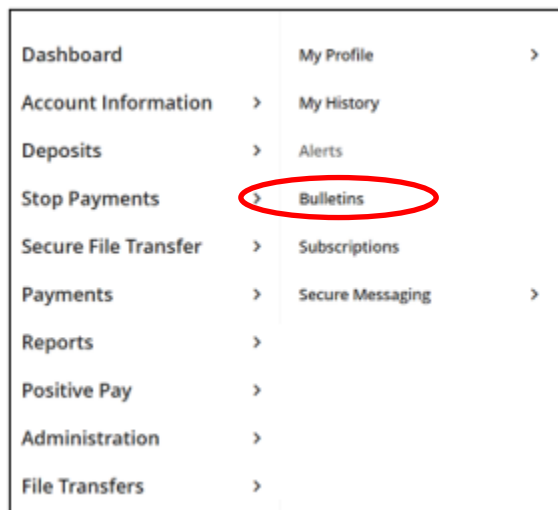
Push

FTP Pickup

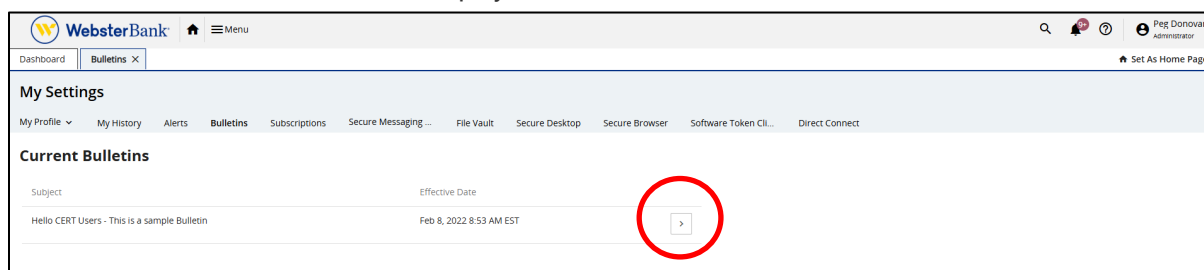
FTP Delivery
5. Once the Alerts are selected, select **Save Changes**.

Bulletins

1. From the main menu, select **My Settings > Bulletins**.



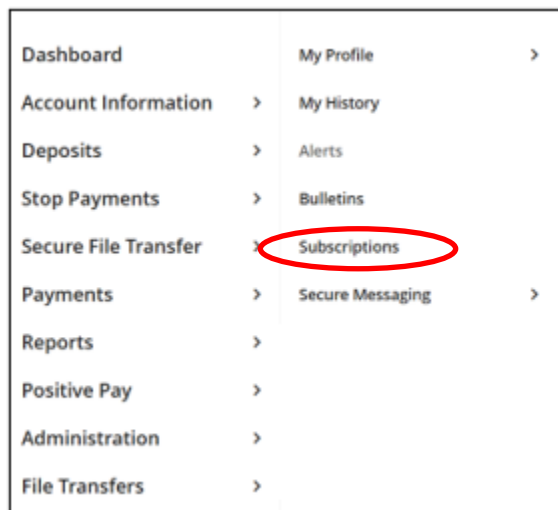
2. The **Current Bulletins** screen will be displayed.



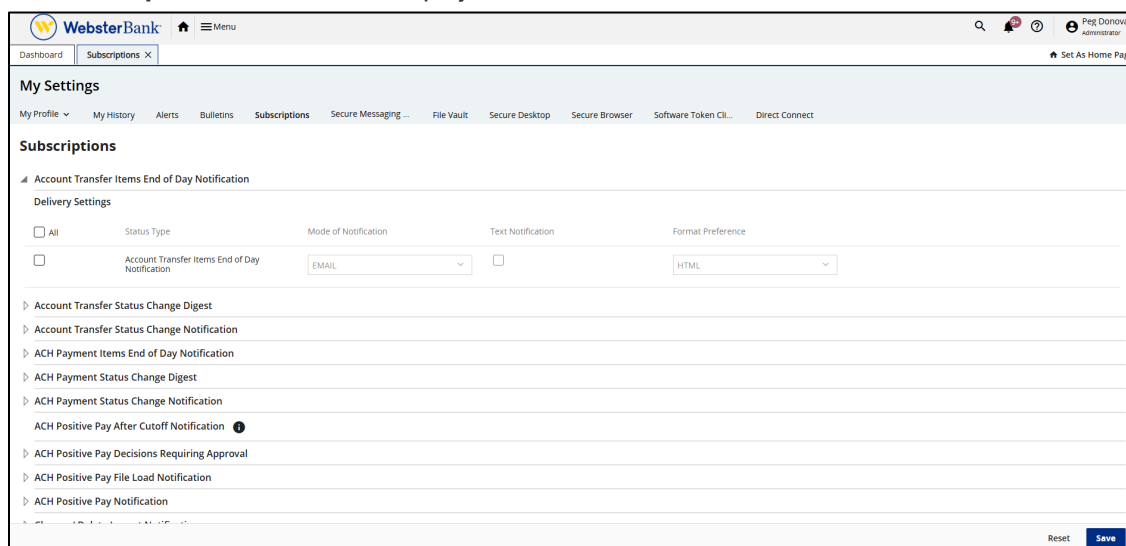
3. A list of all current bulletins will be displayed.
4. Select the arrow on the far right of the bulletin to view the details.

Subscriptions

1. From the main menu, select **My Settings > Subscriptions**.



2. The **Subscriptions** screen will be displayed.



3. A list of all subscriptions the user can set themselves up for will be displayed.
4. Click on a subscription.

5. Select the checkbox next to the subscription name for email or text notifications.

Dashboard Subscriptions X Set As Home Page

My Settings

My Profile My History Alerts Bulletins Subscriptions Secure Messaging ... File Vault 3

Subscriptions

Account Transfer Items End of Day Notification

Delivery Settings

Status Type	Mode of Notification	Text Notification	Format Preference
☒ Account Transfer Items End of Day Notification	EMAIL	☐	HTML
Account Transfer Status Change Digest			
Account Transfer Status Change Notification			
ACH Batch Report			
ACH Payment Items End of Day Notification			
ACH Payment Status Change Digest			
ACH Payment Status Change Notification			
ACH Positive Pay Decisions Requiring Approval			
ACH Positive Pay File Load Notification			

Reset Save

6. Once all Subscriptions have been selected, select **Save**.

7. A confirmation message will be displayed.

WebsterBank Menu Search Help Peg Donovan Administrator

Dashboard Subscriptions X Set As Home Page

My Settings

My Profile My History Alerts Bulletins Subscriptions Secure Messaging ... File Vault Secure Desktop Secure Browser Software Token Cli... Direct Connect

Subscriptions

Subscriptions successfully saved.